

Full-Time Equivalent Service Model: Pharmaceuticals



American Meetings, Inc. (AMI) offers a Full-Time Equivalent (FTE) service model to provide pharma clients a more flexible approach to staffing for meetings and events. A managed FTE is perfect for clients looking for the benefits of a simplified billing process without the need for an internal team.

AMI builds a dedicated team that works in partnership with your organization. Your AMI Client Services Manager works with you to build the team with the right defined skill sets. Team members may fill specific functions such as: honorarium manager, expense reimbursement specialist, meeting manager/coordinate, sourcing manager, and/or webcast producer. Our FTE model and comprehensive set of meeting and event services means you're covered from A to Z.



Meeting and Event Capabilities

Meeting Technologies and Services

- Webinar, webcasting, and virtual meetings
- On-site directors and service staff
- Multimedia presentations
- Reporting metrics
- Database management
- Mobile meeting apps
- Registration platform solutions and web-based event management software

Strategic Meeting Management Planning

- Creative and branding services
- Integrated event marketing—collateral, materials, and promotional items
- Technology strategies—custom and turnkey solutions
- Attendee recruitment and management
- Trade-show management and sales
- Financial consultation and management

Logistics, Lodging, and Transportation

- Site search services
- Contract negotiation and vendor management
- Speaker and entertainment arrangements
- Surveys and follow up
- Affiliate partner services



FTE Model Provides Big Cost Savings

Pharma clients typically see a 20% to 30% savings versus paying internal salaries/benefits and maximum flexibility as projects expand and contract.

Specializing in Pharma Meeting Types

Live, Virtual, and Hybrid

- Investigator meetings
- HCP advisory boards
- Speaker training
- Product launches
- Field force meetings
- Internal training meetings

Robust Sourcing Capabilities

Members and Trusted Suppliers Are Provisioned from The American Meetings Network®.

- Hotels
- Audiovisual technology
- Registration platforms
- Ground transportation
- Travel agencies
- Meeting technology organizations



AMI Has Experience Catering to Organizations That Support a Long List of Therapeutic Products and Services

• Cardiovascular	• Mental health	• Renal
• Endocrinology	• Metabolics	• Respiratory
• Gastroenterology	• Multi-resistant pathogens	• Rheumatoid arthritis
• Hematology	• Neurologic	• Rheumatologic
• Hemophilia	• Oncology	• Smoking cessation
• Immunology	• Pain management	• Vaccines
• Immunoscience	• Pneumococcal disease	• Virology
• Infectious diseases	• Psychiatric	
• Inflammation	• Rare diseases	