

International Bar Association's 2006 Annual Conference

The IBA Annual Conference is an opportunity for legal practitioners from every continent to meet and hear first-hand about legal developments in various jurisdictions. As the global voice of the legal profession, the IBA is uniquely qualified to gather delegates and exchange valuable knowledge and expertise.

Every year delegates from over 100 countries around the world converge in host cities like Prague (2005) and Singapore (2007). Chicago was chosen to host this prestigious event in 2006, and Event Architects was selected to plan and manage the conference.

Audio-Visual Needs

An international conference of this size and magnitude requires a massive amount of audio-visual equipment for various events. In addition to an elaborate opening ceremony at Arie Crown Theater with IMAG screens and sound, over 300 break-out sessions, each with its own specific AV requirements, occurred over the six day event.

In addition to the AV departments at McCormick Place and Hyatt Regency McCormick Place, outside vendors and technical support were sought out to ensure the success of the numerous break-out sessions. Hundreds of microphones (Table Top, Podium, Hand Held, Wireless, and Lavaliers), dozens of LCD projectors, 12' screens, overhead projectors, multi-channel mixers and plasma screen monitors were included among other equipment needed for session presentations.

Event Architects was also responsible for setting up 12 sponsor and client offices and a Cyber Café for all attendees, which all together included over 75 computers, 12 laptops, 20 printers and 5 high speed copiers.

Social Functions

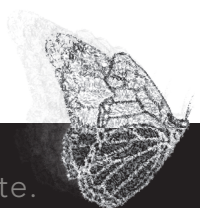
Many social functions were organized for our out-of-town guests. Delegates had a chance to network with colleagues they only seen once a year during multiple intimate and large-scale dinners, parties and receptions planned throughout the city of Chicago.

Event Architects managed numerous events at a multitude of Chicago venues including Orchestra Hall, River East Arts Center, The Field Museum, Shedd Aquarium, House of Blues and many of Chicago's top restaurants – too many to name.

Tours & Excursions

Event Architects provided a variety of Chicago tour options for our international visitors. Guests were offered many pre- and post- conference excursions to exciting locations throughout the United States. By joining forces with local and national travel partners, we were able to provide an assortment of diversions that people seemed to enjoy while showing them the highlights of Chicago and a colorful sample of the United States.

This unique and distinctive project assembled guests from a wide range of locales and cultural backgrounds and brought them together to enjoy each other's company while having the opportunity to experience the sights and sounds of one of the great cities in the world. We provided three months of advance reservations and an on-site reservation service. We had two distinct tour desks open for guests convenience: one at the convention center and one at the primary host hotel. The tours, themselves, were launched from the host hotel to avoid confusion and congestion at the convention center.



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Event Architects worked with Yellowstone Travel and Tours, the Grand Hotel on Mackinac Island and the Grand Geneva Resort and Spa to coordinate pre- and post-event excursions. While designing Chicago tours, we worked with the Chicago Architectural Foundation, American Sightseeing, Chicago Segway Tours, Chicago Sailing, Chicago Botanic Gardens and a host of others in order to provide a wide range of tours while maintaining a diverse focus. The tours ranged from salmon fishing and sailing regattas on Lake Michigan to Tiffany Glass and deco architecture tours of Chicago's famous loop to bike and Segway tours of Chicago's magnificent lakefront. Comfortable coaches, knowledgeable tour guides and the finest accommodations were made available for the IBA.

Exhibitor Services

Event Architects provided a wide range of exhibitor services to over 30 vendors of the legal profession who traveled to Chicago to show their wares at the IBA Conference. Freight, mostly shipped from overseas, was received, stored and delivered to the McCormick Convention Center.

Utilities such as phone, electric and internet service were provided per requests and placed well in advance before the conference. Furniture and AV equipment rentals were arranged in advance to expedite their booth set ups.

Signage, including booth space, was provided through our signage vendor. On two occasions this included on-site requests that were filled through Event Architects and delivered within hours.

Food & Beverage

Food & beverage was another logistical feat to control. Everything from private breakfast meetings to delegate lunches was managed by Event Architects. Over 35 breakfast meetings and 20 committee lunches had to be coordinated with catering staff at both McCormick Place and the Hyatt Regency McCormick Place from choosing menus to guaranteeing the numbers of attendees.

Unlike many conferences of this size, lunch for the 4,000 delegates was included with their registration. Coffee and, of course, tea were made available during the twice daily breaks at nearly 20 stations.

A third of the delegates attended the Closing Party at the House of Blues Chicago. Event Architects was given carte blanche to close out the week's events with a bang. Creole buffets, signature drinks and entertainment, including a bluegrass band, a sitar trio, wandering musicians and Billboard recording artist, Frank Catalano, ensured a festive evening. The only complaint heard from departing guests was that the evening couldn't continue on all night.

