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Sommario/riassunto	Whether you are organizing a scientific conference for under 400 participants or attempting to attract upwards of 5,000 delegates, this step-by-step guide will be your essential desk-top companion. It provides professional and non-professional meeting planners alike with all the necessary information on organizing and running an international scientific conference. Key procedures covered include identifying a suitable center for the event, arranging delegate accommodation, establishing a registration system and preparing the scientific program. The book also evaluates the importance of technology in the planning and organizing of these events. In this timely and informative publication, the author shares the vast wealth of knowledge he has acquired during 30 years' experience in organizing international conferences. It will become for many a valuable reference to the planning and successful realization of scientific events.