



How to Work with Your DMC Partner

Now, more than ever, you have so much to think about as a planner; new rules, changing regulations and differing guidelines city-by-city. And while all of this is being considered, your attendee's safety and comfort is top of mind for every decision you make. Luckily, you have a partner in PRA you can lean on as your local destination experts to help you navigate through it all.



As you prepare for your meetings in the future, here are a few tips on how to work with your DMC partner (PRA!) to make the planning process as seamless as possible.



- **Update your RFP** with any of your organization's mandates and specific asks
- **Adjust RFP delivery deadlines** to allow supplier to properly and thoroughly find solutions to meet your needs
- Have a collaborative discussion to **walk through your expectations** and needs relating to your attendee mindset, space design and overall meeting objectives



- **Review agenda chronologically** in partnership with supplier to address any unforeseen or new gaps or areas of focus to ensure comfort of attendees
- **Ask for layouts early** in the process to help visualize the recommended use of space



- Talk to your DMC partner about your priorities to help **expedite the information** you need to advance your planning process
- **Discuss budget impacts up front.** Are there new "buckets" where spend will need to be allocated as a result to changes in the meeting format, content or style?



- Ensure the additional **steps for health and safety** are taken at every level. Any additional labor or products required should be factored into your budget



- **Be realistic about attendance numbers** and transparent around anticipated attendance drop off, so we can discuss up front and prepare for possible attrition based on travel destinations or program element

PRA has offices in 28 cities in the US, but can work with you anywhere with our remote execution team.

We go where you go!

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