



Association Management Services

Founded in 1895, The Engineering Society of Detroit (ESD) is a multi-disciplinary society uniting engineering, scientific and allied professionals in southeast Michigan. ESD helps associations throughout Michigan lower their costs of doing business by sharing our resources.



ESD supports the activities of:

- 77 local technical and scientific societies
- 35 construction associations

ESD negotiates member benefits on behalf of all 60,000 Affiliate Society members and coordinates numerous joint programs each year.

FOLLOWING ARE THE SERVICES AVAILABLE THROUGH ESD

Marketing

ESD offers marketing services ranging from market research and assessment to the development of effective print and electronic materials to carry your message. ESD services also provide expert advice on program marketing.



Meetings & Education

ESD's staff, comprised of Certified Meeting Planners, is experienced in planning, organizing and conducting meetings and trade shows of all sizes from one day board meetings to international conventions. Services include:



- site inspection
- hotel contract negotiations
- scheduling
- pre and post conference meetings with hotel staff
- food and beverage planning
- pre and on-site registration
- preparation of attendee list
- exhibit arrangements including sales of exhibit space
- pre-program and on-site materials (preview and program book)
- on-site logistics/operations
- sponsorship development

ESD partners with Societies on the management of programs whereby both risk and revenue can be shared, or Societies may pay an hourly meetings management rate.

Certification Services

ESD is qualified to assist in the implementation of certification programs. Staff has managed international certification programs and currently administers workshops for engineers to take the State of Michigan Professional Engineering and Fundamentals of Engineering licensing tests.



IT Support Services

A full-range of IT support services is available to Societies.



Web Development & Operation



ESD provides full-service, award-winning Internet capabilities from website hosting and design to electronic commerce to collaborative online sites for committee work. Specific Internet-based services that may be purchased include:

- web site hosting
- web site design and maintenance
- individual web pages for committees and task groups
- database-driven web pages
- online forms
 - event registration
 - membership application
 - change of address
 - information request
- online searchable events calendar
- search engines
- list servers

Publications and E-Newsletters

ESD provides full publishing and graphic design capabilities with an editorial staff using the latest technology. Competitive printing prices are available. In 2004 through 2006, ESD's publication and e-newsletter received the Michigan Society of Association Executives Diamond Award.



Member and Customer Service

Our Member and Customer Service staff routinely handles the needs of 4,500 active association members. Using our recently upgraded database management system, our staff has extensive experience with general records maintenance, dues billing and payment processing, mailing list management, and prompt handling of member requests.



Financial Services

ESD offers a full range of accounting and financial services, including:

- budgets and financial statements
- accounts payable and accounts receivable
- special reports, as required
- inventory and depreciation
- coordination of annual audit and tax preparation



Human Resources

ESD offers a full range of HR services.



For information, contact Darlene J. Trudell, CAE, 248-353-0735, ext. 4118, or dtrudell@esd.org.

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