



D|OFFIZ
ASSOCIATION SERVICES

YOUR MISSION IS OURS

All-in services for associations



D|OFFIZ
ASSOCIATION SERVICES

With more than 25 years of experience in office management, marketing and communication, organisation and project management, we offer a comprehensive service to associations, federations, business & employer organisations, (trade) organisations and other companies.

Flexible, personal and result-oriented, that's how we make the difference for you and your members.

Let us take care of things for your federation too!

“SMALL ENOUGH TO CARE, LARGE ENOUGH TO HANDLE“



OUR AIMS

We are the companions of our customers; together we build their future. We do not aspire to be the biggest; rather, we emphasise professional, personal, high-quality service.

STRONG PARTNERSHIPS

We take care of things for your association, company or organisation together with strong partners. This will allow us to accomplish even more. We regard our partnerships as an extension of our organisation. They complement the operations of D-Offiz. We make your federation and your members grow and prosper. Contact with your members is paramount. We build a long-term relationship and we aim for maximum quality and an effective result.

OFFICE MANAGEMENT

- Permanent Secretariat
- Member administration
- Finance
- Management support

ORGANISATION

- Policy & advice
- Lobbying & sector collaboration
- Member meetings
- Training

MARKETING & COMMUNICATION

- Online & offline
- Internal communication
- External communication
- PR

PROJECT MANAGEMENT

- Fairs
- Meetings
- Events
- ...

OFFICE MANAGEMENT

Taking care of office management for your association or federation, that's what we do: permanent secretariat, member administration, accounting, management support.



PERMANENT SECRETARIAT

D-Offiz staffs your full-time secretariat.



MEMBERSHIP ADMINISTRATION & FINANCES

D-Offiz manages your member administration and membership fees.



MANAGEMENT SUPPORT

D-Offiz takes minutes, sets the agenda and follows up on your meetings.

PERMANENT SECRETARIAT

OFFICE MANAGEMENT



Managing a federation is not something you do on the spur of the moment. If you want to do it well, it's time-consuming.

Setting up your own secretariat is often not feasible, let alone affordable. Outsourcing the daily management of your organisation to X is the solution.

You will not experience the stress of running a back office, while you do enjoy a 'full-time' service. This contributes to a reliable and professional image. What's more: you benefit financially. Because we provide a (full-time) service tailored to your needs and budget, which is how we help your association move forward.

MEMBERSHIP ADMINISTRATION & FINANCES

Office management also means flawlessly processing and keeping your federation's membership records and finances up-to-date. This is our second nature at D-Offiz. What can we do for you?

- Member administration
- Invoicing and follow-up (accounting)
- Preparing and monitoring budgets
- Financial processing of all additional activities
- Etc.

MANAGEMENT SUPPORT

In addition to management policy and advice, we support your board and committees in carrying out their primary tasks. This is done at various levels, such as preparing, organising, taking minutes, placing items on the agenda and following up your meetings and gatherings. We will take care of matters, that's our guarantee. Find out for yourself.

MARKETING & COMMUNICATION

Strong communication for your sector federation.



ONLINE

D-Offiz manages your website and social media.



OFFLINE

D-Offiz takes care of your newsletters, annual reports,...



INTERNAL & EXTERNAL COMMUNICATION

D-Offiz boosts your branding and communication.

EXCELLENT COMMUNICATION FOR YOUR SECTOR FEDERATION

MARKETING & COMMUNICATION



PR and marketing, your association will benefit from it. You will reach your objectives, your members and external target groups faster. You create a community with which you are permanently connected. Such a professional promotion requires a strategic approach.

With our extensive network, we at D-Offiz can advise and support your organisation in the field of marketing & communication. With relevant content and through the right channels, we respond to the challenges and trends of your members.

ONLINE & OFFLINE

Leave your offline and online communication to our team with peace of mind. Dynamic and proactive. A selection of our complementary range of services:

- ICT : email traffic & cloud service
- Strategic communication
- Copywriting & digital marketing
- Social media
- Development, management & keeping website up-to-date
- Etc.

INTERNAL & EXTERNAL COMMUNICATION

Outsourcing marketing & communication is the way to solid growth for your federation. Internal communication includes support in drawing up invitations for internal meetings, taking minutes during the meeting, preparing and sending reports and much more.

We are also a full-service partner for external communication. Newsletters, annual reports, press releases, articles, advertisements, etc. are taken care of for you by our communication specialists down to the last detail. We are also ready to maintain your website and monitor social media.

Lighting your communication path and boosting your branding, that's our goal.

ORGANISATION

Matching challenges and solutions, that's what we'd love to do for you.



POLICY & ADVICE

D-Offiz helps you with your policy plan, monitoring legislation and regulations,...



LOBBYING, CAMPAIGNS & SECTOR COLLABORATION

D-Offiz guides your activities with respect for the law.



MEMBER MEETINGS, TRAININGS & WORKSHOPS

D-Offiz takes care of all practical, logistical and technical matters.

POLICY & ADVICE

ORGANISATION



Association management involves quite a lot.

Drawing up a policy plan, monitoring legislation and regulations, dealing with social developments, investigating member satisfaction ... is your federation coping?

Matching challenges and solutions, that's what we'd love to do for you. Everything starts with a strategic vision and an action plan. D-Offiz focuses on long-term management and advice, although we are also ready for ad hoc situations and shorter tasks. By monitoring the continuity of your activities, we aim for maximum results.

LOBBYING, CAMPAIGNS & SECTOR COLLABORATION

We know how important it is for your members that their interests are defended. And this also applies to campaigns and sector collaboration. We make the difference with information and knowledge sharing. As an independent body, we guide your activities with respect for the law. Our associated services:

- Advice and optimisation quality label, sector programme and campaigns
- Registration of accreditations
- Stimulating professional competence
- Keeping and facilitating education
- Collection and analysis of sector statistics

MEMBER MEETINGS

Feel free to contact us for the organisation of member meetings such as a board of directors, the annual general meeting, working groups or task forces, the annual New Year's reception, barbecue, etc. This can be in a limited form or from A to Z, where we take care of all practical, logistical and technical matters for you. One thing less to worry about!

TRAINING & WORKSHOPS

We have experience in organising workshops and training courses, both one-off and long-term, with a view to obtaining a specific (competence) certificate or not.

PROJECT MANAGEMENT

With more than 25 years of experience in the event industry, we dare say that we are the perfect partner for the organisation of your (in-house) fair, meeting or event.



FAIRS



MEETINGS



EVENTS

OUTSOURCING PROJECT MANAGEMENT

PROJECT MANAGEMENT



Outsource the project management for your (in-house) fair, meetings and events? Smart plan. The practical organisation takes a lot of time and entails many aspects. At D-Offiz, we've made this our speciality. While we make your event a success, you can focus on your core business.

With more than 25 years of experience in the event industry, we dare say that we are the perfect partner for the organisation of your (in-house) fair, meeting or event. We help federations, trade unions and companies with regard to the coordination, marketing & communication, administration, logistics and technical implementation. Together we will help you achieve the desired result.

- Concept
- Look & feel
- Draft cost/budget
- Create digital handbook & online ordering platform
- Draw up trade fair plan (CERM proof)
- Catering & lounge areas
- Workshop & seminar rooms
- Presentations & animations
- Signage & Access Infrastructure
- Visitor registration & badges
- Security & First Aid
- Staff (parking, reception, ...)
- Audiovisual technology & streaming
- Administration
- Planning
- Etc.

Together, we will help you achieve the desired result.



FAIRS

A fair is a lively meeting place of supply and demand, with the possibility of a person-to-person conversation. A matter of doing business with a personal touch. Despite all digital communication technology, nothing can replace 'live and individual contact' between people.

Exhibitions & in-house events

Add to this the experience factor, not to be underestimated at a trade fair or in-house event. At D-Offiz we know the tricks of the trade. For your trade fair, public fair or in-house exhibition, you can count on our coordination from A to Z. Know-how, dynamics and experience... we've got you covered.

An added bonus: we offer full compatibility with our digital vademecum/fair manual and online ordering platform.

A strong combination

You know your members/suppliers best. That is why you are in the best position to 'establish' a partnership with them. We do everything else: from administration and planning to infrastructure, logistics and technology.

Marketing & communication

To ensure that your fair yields optimal results, you need a competent partner for the practical organisation AND lots of expertise in the field of trade fair communication. We cover the full scope – with a clear and strong marketing & communication plan and actions tailored to your target group.



MEETINGS

Organising a meeting for your company or federation? You can outsource that, too. Whether it's a physical or digital meeting, we take care of everything. From content to form, we take care of your meetings, tailored to your needs and budget.

Organising meetings

Digital communication may increasingly be the norm in many companies, but it is not a full-option alternative. Also in these times physical meetings can be held while taking social distancing rules into account, either or not in combination with virtual meetings. D-Offiz is an all-rounder in terms of design, form and technology.

Spread the word

Every successful meeting or congress starts with a solid plan, including promotion and sponsorship as important pillars. They are used to give your meeting extra power and achieve your goals.

Organisation and logistics

Our services for meetings also include the logistics component. Time-consuming, you might think. However, thanks to our specialists who take care of the entire practical organisation and logistics, things can be done much faster than you think. We can unburden associations, employer organisations, (trade) organisations and other companies with regard to logistical tasks .



BEDANKT VOOR
JULLIE VERTROUWEN!

MERCI DE VOTRE
CONFIANCE!

Sören, Laura, Karel,
Mihnea, Kim, Sven,
Naïla, Cindy, Mark,
Baldwin, David,
Glyn, Timo, Kristel,
Rik, Yves, Marc,
Aleksandra, Jacky,
David, Benoît,
Gerard, Serge...

Junior: Boris, Daphné,
Walther en Berenica



EVENTS

“Logic will get you from A to B. Imagination takes you everywhere.”

Albert Einstein

No successful event without imagination and experience. At D-Offiz, we are strong in realising that imagination according to your wishes and budget. First of all, we think up a concept together with you. After that, we move on to the practical organisation & logistics.

Powerful image

Every successful event starts with a solid plan, including promotion and sponsorship as important pillars. They are used to give your event extra power and achieve your goals.

No matter how big or small, we give your event a powerful image to attract the right target groups. Good for your branding in the long run!

Association/Corporate events

Organising a corporate event is like a jigsaw puzzle: each piece is a necessary link and fits meticulously into the whole. But how do you keep an overview, and do you even have time for the organisation? No worries. As a full-service partner for your event, we can manage the entire process for both small and large events of various kinds.

Member meetings

Feel free to contact us for the organisation of member meetings such as a board of directors, the annual general meeting, working groups or task forces, the annual New Year's reception, barbecue, etc. This can be in a limited form or from A to Z, the choice is yours. We can take care of all practical, logistical and technical matters for you if required. One thing less to worry about!

PROJECT MANAGEMENT









D|OFFIZ

ASSOCIATION SERVICES

Address

Ringlaan 17 A, B-2960 Brecht



Opening hours

Monday to Friday: 09:00-17:00



Telephone

+32 (0)3 330 10 00



E-mail

welcome@d-offiz.com



Website

www.d-offiz.com



Work together for your association?
Contact us!