

Editing and sending of invitations, management of returns and holding of meetings



Numen is responsible for the preparation of general meetings (drawing up, sending, and managing the return of powers to vote and sending the admission cards) and for recording the votes (via electronic boxes) on the day of the meeting.

SOLUTION

OUR SERVICE

Numen handles the drawing up and sending of invitations, the management of returns and the holding of the general meeting by performing:

- Project development
- The purchase and supply of raw materials
- The composition of Power
- The editing
- The envelope stuffing
- The franking
- The management of non-distributed letters
- The provision of a specific file with barcodes
- Return management (LAD / RAD)
- The input of email addresses
- The establishment of a voters file
- The sending of admission cards
- The holding of the meeting (the recording and management of electronic boxes with votes).

THE CLIENT

The Groupement de Prévoyance Maladie-Accident (GPMA) has as its objective:

- to carry out studies and advise its members when it comes to the implementation of welfare, health or retirement plans;
- to enable the implementation of these plans by subscribing, on behalf of its members, collective insurance contracts with the companies of the Generali Group
- to defend the interests of its members and inform them
- to assist its members in difficulty by awarding benefits
- to participate and support the activities of any association, foundation or other non-profit organisation performing solidarity actions

THE REQUIREMENTS

GPMA sought a partner to help hold its Annual General Meeting and manage the votes.

FACTS & FIGURES

1 566 000 pages (3 double-sided sheets of paper) for 261 000 envelopes.

THE ISSUES

The objective is to meet the dead-lines based on the final date of the general meeting and manage outgoing and incoming documents.

THE CONTEXT

The general meeting of May is the most important annual event for GPMA because it validates the action plan and budget of the association.

The Groupement de Prévoyance Maladie-Accident (GPMA) needed to draw up, put in an envelope and send invitations for the General Meeting of the 15th of May 2014.

The stakes of the meeting warranted a tracking of the invitations sent and particularly the management of the returns. In addition to the voting material, also admission cards had to be drawn up, put in envelope and sent.

The day of the meeting, Numen was responsible for recording and managing the voting with electronic boxes.

Each envelope includes:

- 3 double-sided sheets of paper with text on white paper
- 1 information notice in colour delivered folded with a size of 150x210 mm
- 1 return envelope (folded in half)

Volumes:

- Number of pages edited (6 per envelope) = 1 566 000 in total
- Number of sheets (3 per envelope) = 783 000 in total
- Number of attachments (2 per envelope) = 522 000 in total

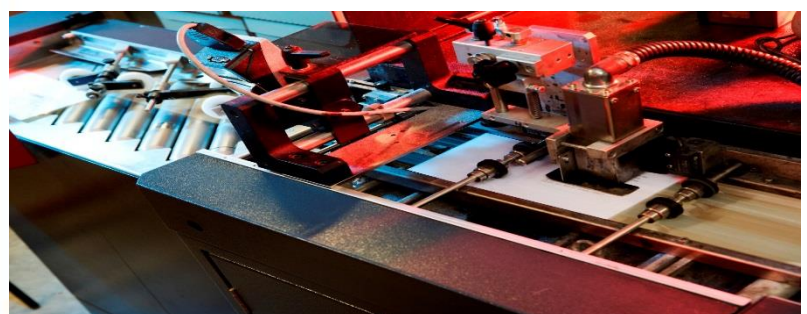
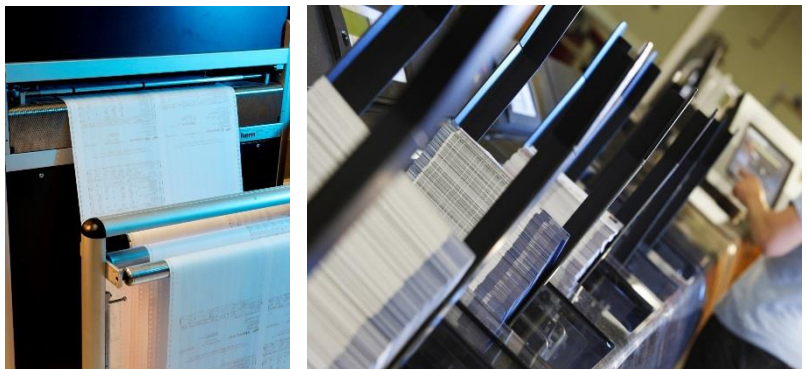
Numen provides the following means of production:

- Production site: Chambray-Lès-Tours
- Equipment: IBM continuous editing / Kern envelope stuffer.
- Organisation with partners for arranging the Power, management of returns and holding of the General Meeting (recording and managing the voting with electronic boxes)

BENEFITS

Thanks to its experience and its industrial production capacity, Numen has proposed a comprehensive offer that gives GPMA:

- a centralising contact.
- a good price-quality ratio.



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