



✓excellence ✓expertise ✓experience ✓efficiency ✓eco-friendly ✓e-commerce

Professional Conference Organisers – e.events is family owned and operated and has been delivering successful conferences since 1996. We strive to help you run the best event possible and offer a total one-stop solution for your conference and event management requirements.

CONFERENCES

Corporate

Association

Society

Pre-Conference

Working closely with the organising committee:

- secretariat: attending committee meetings, publicity, processing registrations, banking, correspondence
- critical path: deciding what needs to be done and when
- programme: abstracts, preliminary, final
- exhibitions: floor plans, allocations, contractors
- themes: logos, special events, signage

Arranging:

- | | | | |
|---------------|--------------------------|--------------------|-----------------|
| • venues | • food & beverage | • speakers travel | • accommodation |
| • audiovisual | • conference accessories | • social programme | |

Advising on:

- | | | |
|---------------|--|-------------|
| • sponsorship | • budgeting | • publicity |
| • insurance | • all aspects of conference organisation | |

Liaising with:

- speakers
- entertainers
- media



Conference in Action

- | | | |
|-----------------------------|------------------|-------------------------------|
| • conference administration | • reception desk | • overseeing all requirements |
|-----------------------------|------------------|-------------------------------|

Post Conference

- | | | | |
|------------------------|----------------------------|--------------------------|-------------------|
| • final correspondence | • final budgets/statements | • evaluation and summary | • future planning |
|------------------------|----------------------------|--------------------------|-------------------|

Accompanying Persons Programme

- arranged to suit your requirements



Conference packages – what we offer

- | | | |
|--------------|-----------------------|---------------------|
| • full monty | • administration only | • registration only |
|--------------|-----------------------|---------------------|

Contact us now for a free, no obligation customised quote

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