

A flexible approach to event support



- **Venue Sourcing**

Benefit from our research, negotiation and **free** venue booking service for your next event. One call will open the door to a world of different venues including hotels and conference centres to museums and the more unusual, saving you immeasurable time, money and stress.

- **Hotel Reservation Service**

Our tailored hotel reservation service enables you to make individual and multiple bookings easily at discounted rates utilising a **free** and simple online or offline booking facility.

- **Event Management Service**

Our one-stop-shop offers a comprehensive event management package taking the time and stress away leaving you free to concentrate on the content. From event conception our services include project management, registration, marketing, speaker and audio visual management, venue co ordination, travel and financial reconciliation.

- **Delegate Registration**

A fully bespoke online or offline delegate registration solution including badging and on the day support.

- **Training Administration**

Our partnership approach to this fully flexible and bespoke training administration service enables you to focus on the course content. Leave some or all of the elements to us, from collation of training needs through to course registration and evaluation.

- **Travel Services**

Utilising the latest technology either in house or working with our travel partners, we can support you with a complete travel solution.

- **Management Information**

All our services are supported by detailed management reports, enabling you to make informed strategic decisions for the future.