



# event+

Designed for the infrequent or one-off conference organiser, we offer a range of event management services so that you can concentrate on what's important – the programme content and conference objectives.

Through our experienced on-site team and our network of professional partners, we can provide the right level of expertise to meet your needs – as much or as little support to manage your event as you require.



- ✓ Preparation for the arrival of your delegates is taken care of by us.
- ✓ We can provide the personnel to cover Registration or an Information Desk.
- ✓ You leave all the admin to us and still keep in control.
- ✓ Saves you time, money and stress!
- ✓ And that's not all – we can deliver full event management, exhibition organisation and even after-event support if you need it.

Part of **service+**

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### How does it work?

✓ Our experienced on-site team and network of professional partners can provide the right level of expertise to meet your needs. So the first thing is to decide how much support you need to help you manage your event.

### The questions to which we have the answers:

- When a delegate registers with you, who will send out your pre-conference information and joining instructions and who will advise them on travel arrangements and directions?
- Who will arrange printing and compilation of programme information, extracts, etc? Do you need delegate badges and/or conference bags?
- When the delegates arrive, who will staff your registration facility and hand out name badges and packs?

- Who will make arrangements for exhibitors with the venue and coordinate the exhibition?
- Do you need someone to plan the event in advance and then manage it on the day so that you can concentrate on being a delegate, speaker or chairperson?
- Who will compile the after-event administration, analyse and summarise feedback, check the invoices and finalise the accounts, and work out and report on the event ROI?
- ✓ Effectively, we can help with all of these imponderables. You just need to talk it through with us, give us some direction, approve some decisions and the rest should be plain sailing.
- ✓ We provide staff to carry out the tasks both in advance and during the event. These staff will be separate from your event manager and our operation team. They will be your people.



To book or for more information  
call the conference office on  
**01223 332859** or email  
**conference@robinson.cam.ac.uk**



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