



# Conference and Event Management

Centrevents organises and manages a range of national and local conferences, networks, roadshows, working groups, seminars, educational events and development programmes, breakfast briefings and seminars, principally for health and social care services throughout the UK.

Centrevents works to a set of values which put our customers at the centre of our concerns. A highly skilled and well motivated team of staff work to meet the specific needs of clients and participants and are particularly adept at working to short timescales and deadlines.

We act as ambassadors of the client we are representing, whether face to face, on the phone or in writing. The team prides itself on ensuring that clients and customers obtain value for money and that support on the day and following the event is provided in a professional, helpful and friendly manner.

Please see the next page of our info sheet that answers some quick questions you may have

**Overall conference and event project management**

**Delegate Registration and Management**

**Event Marketing: Design and Production, Email campaigns web marketing and PR**

**Venue Sourcing**

**Speaker and Exhibitor contact, liaison and management**

**On the day Event hosting, registration and management**

**Financial control; invoicing, banking, debtor chasing, cost centre management, payment of invoices and expenses**

**Audio visual equipment and services and add-ons such as podcasting of sessions**



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A few frequently asked questions:

## **Why should I engage an events company when I already have an administration staff?**

Centrevents has the systems, expertise and technology in place to take the administrative burden from you and your team.

While organising events may take significant time and research effort for one of your admin staff we have the knowledge, experience as well as the commercial relationships to allow your admin team to do what they were employed for and support your day to day operations.

We are not just a replacement resource for administration, when using us you will be accessing years of experience in knowing what works.

## **How can an external events company fit into my project?**

When asked to manage an event we integrate and effectively become part of our client's team and accordingly act as ambassadors of you and your organisation to outside parties with professionalism in everything we do.

We do this by focusing on what we are good at—event and conference management—without pretending to be an expert on the intellectual content of an event, often requiring specialist knowledge and experience. While we can advise on how a programme can be structured to best effect using our 15 years experience in the sector, our skill and value lies in the organisation and effective management and liaison with venue, delegates and speakers.

## **How do you have the scope to manage projects of different sizes and complexity?**

We have a core staff in our offices with the experience, know-how, training and technology to cover all aspects of event management and audiovisual services. In addition we have a network of that we use to be able to handle seminars of 30 people up to multi-day residential events of 700.

You may only want us to manage the registration and communication with your delegates, register your delegates on the day or source a venue for you. We are flexible enough to provide just these services or provide a complete end-to-end conference management solution.