



Checklist

Conference

- Draw up schedule of events, allowing for extra timing
- Invitation of key speakers – confirmation, timings, audio-visual requirements, rehearsals, arrangements of travel, catering and accommodation
- Set objectives for the conference

Venue

- Appropriate venue has been chosen with best possible rates including catering and accommodation if needed
- The venue is easily accessible for delegates
- Ensure the venue meets your needs and requirements for the conference

Budget

- Set a workable budget – allow 10% for contingency
- Negotiate fees with suppliers
- Include costs for accommodation, catering, equipment, transport etc.

Equipment

- Computers and printers
- Microphones
- Internet Access
- Video
- Recording Equipment
- Flipchart(s)
- Lectern
- Moveable Screens
- Projector/Screen
- Audio
- Lighting
- Visual Aids



Catering

- Seating Plan
- Exact Numbers
- Menu's
- Choice of refreshments (canapés, buffet etc) ensuring you have catering for additional requirements e.g. vegetarians
- Drinks – soft, alcohol, tea & coffee

Accommodation

- Exact numbers of those needing accommodation
- Confirmation and booking of venue
- Hotel bedrooms/suites

Transportation

- Ensure all delegates can get to the venue
- Hire/book coaches/taxis
- Arrange transportation of delegates between the venue, accommodation, airport and/or stations
- Ensure there is enough parking for your delegates
- Schedule meeting and drop off points

Delegate Registration

- Call or email and confirm names of attendees
- Send out confirmation of bookings with details of the events – location, directions to the venue and hotels, transportation details
- Produce delegate attendee list
- Acknowledge additional delegates and cancellations
- Provide delegates with a full schedule of the conference/event – timings, outline, registration

General

- Name Cards
- Seating Plan
- Tickets
- Organisation of entertainment if required

For more information or assistance please call Easy Conferencing on 0800 082 9810