



# Take the stress out of event management!

We can offer you a complete bespoke, personal event management service for all your conferencing needs.

## Pre-event Planning:

- Detailed planning and scheduling
- Budget management
- Venue sourcing and booking
- Management of catering
- Conference design and content development
- Marketing and promotional support
- Social media marketing and networking
- Event branding including: graphics, signage, and promotional materials
- Online registration services
- Delegate communication
- Speaker communication management
- Exhibitor communication management
- Design and collation of delegate packs
- Workshop pre-selection and allocation

## During Event:

- On site team member to manage your event
- AV and technical equipment supply and support
- Registration of delegates, speakers and exhibitors
- Badge production
- Speaker and host briefings
- Travel and accommodation arrangements

## Post Event:

- Facilitation of debrief meeting (face to face or conference call)
- Provision of accurate and formatted attendee data
- Facilitation and circulation to delegates of an online feedback survey
- Detailed feedback report to enable your future planning

*The list is not exhaustive!*

Contact the conference team to discuss your conference or event production requirements:  
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