



University of
Salford
MANCHESTER

CONFERENCE SERVICES

EVENT MANAGEMENT

A flexible planning, advisory and management service for all your conferences and events



We offer a full management service for all of your event and conference needs. This can be completely tailored to suit you, with the aim of giving you the time to concentrate on the conference programme and your guests.

This is a service open to all staff at the University and your chosen event can be at a venue either on or off campus. We can work alongside Associations in the planning and delivery of your event if required.

We offer a complete range of services:

Pre-event

- / Bid - We can assist with bid preparation and would work with Visit Manchester, the tourist board for Greater Manchester, to prepare a letter of intent and a professional bid document
- / Budgeting e.g. delegate fee setting to ensure that budgets are achieved
- / Putting together the event proposal and plans
- / Guidance on health and safety issues
- / Arranging entertainment
- / Arranging social programme for delegates and partners
- / Sourcing delegate bags, packs etc
- / Providing event registration system including payment methods
- / Providing an accommodation finding service for delegates
- / Attending and advising on the organising committee meetings
- / Arranging contracts and liaising with suppliers
- / Arrange gifts for speakers and delegates
- / Manage abstracts, papers and proceedings

The venue

- / Arranging and attending venue visits
- / Negotiation with venue on price and levels of service offered
- / Arranging room decoration
- / Transport to and from venues
- / Arranging catering and liaison with the venue's caterers
- / Liaising with venues on room layouts, audio visual requirements, car parking and housekeeping arrangements

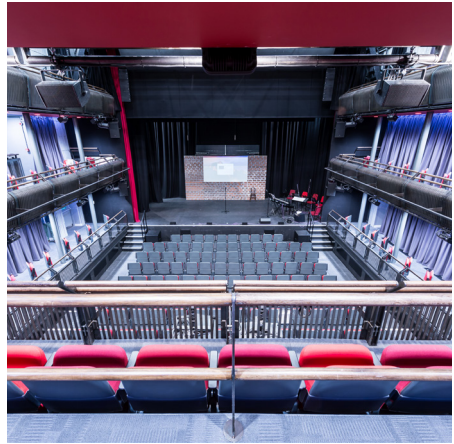
Event

- / Conduct delegate registration
- / Be a point of contact/information for delegates and organisers throughout the conference
- / Liaise with exhibitors providing venue information and support on the day
- / Acting as Master of Ceremonies at conference, dinner and other social events

Post-event

- / Conduct post-event evaluation survey

We'd be happy to undertake additional duties after discussion.



“The support from Clare Forster and her team throughout the entire process, from the preparation of the original bid onwards, has been absolutely crucial. Without their support and their professional event management experience, I think it is true to say that the conference simply could not have happened.”

Dr Darren Broom, Hiden Isochema
MH2014 Organising Committee

“I felt I had exactly the right amount of support being fully consulted where I needed to be but with the team taking responsibility for everything else. Congratulations on such a professional service”

Professor Richard Baker
School of Health Sciences

“Their professionalism and attention to detail, made the event the success that it was. Their drive and innovative ideas ensured that the pre-planning was covered in every detail, contingency plans were ready and waiting and that delegate accommodation and social packages were taken care of.”

Anna Higson
Executive Research Projects Office

Please call us for a discussion of how we can help you at your next event:

t: 0161 295 5487

e: conference-com@salford.ac.uk

w: [www.salford.ac.uk/
conferencing-at-salford](http://www.salford.ac.uk/conferencing-at-salford)



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