

BROCHURE



Free Venue Finding Service

Event Ideas and Event
Management



Conference Organisation

Conferences Direct

Conference services to make your job easier

Give us a call:

01332 363014

Got a conference? Need a venue?



Call us to find a place for your conference: Free Venue Finding Service



Our venue finding service

Conferences and events often have special requirements and need suitable venues, whether it's for your company party, your annual conference or a management meeting out of town. Hotels and other venues are easier for us to find: we have an extensive database, many contacts and the considerable knowledge of our experienced staff. From this we can help you find the right location for your event or for your overnight stay requirements.



Unique venues

Conferences Direct can access a wide range of venues, including unusual and unique venues, such as stately homes, castles, sports arenas, even museums and tourist attractions. Once we have details of what you need, we will search for a suitable venue for you, provide a range of choices wherever possible for you and then book the one you want on your behalf.



Better value

Many of the venues which are available through us are provided at negotiated or discounted rates which you might not be able to obtain for yourself. We have considerable expertise in finding venues and in identifying those which are best value. We can do this not only for conference and event venues but also for hotel bedrooms.



One call away

Conferences Direct and your next venue are just one phone call away. We will normally respond within four working hours for hotel type venues and send you one or more available proposals, based on your requirements and budget. No more guides to trawl through, no endless calls to venues to find out if they can put you in, no more waiting for brochures to turn up. One call to us does the job, for whatever you need.

Got a conference? Need entertaining?



Want something different? Event Ideas and Event Management



Punting in Cambridge, Whisky tasting around Britain

It's all out there, the problem is knowing what there is, where it is and how your delegates can enjoy it. It has to be admitted that some activities are location specific: after all, you need the quiet river Cam at Cambridge if you want to go punting, but if you want a whisky tasting to give your delegates an edge to their appetite before dinner, we can arrange that anywhere. It's about ideas, and it's also about knowing what your delegates might like. Are they all outdoor types, lusting after a day on a quad bike tearing round the countryside? Do they need some togetherness and team building? If so, what's best for them? Outdoor stuff – archery, laser shooting, treasure hunts, mini highland games? Or something more sedate, funny or relaxing? A masked costume ball; blindfold pizza making; a summer garden party?



Unique activities and places

Although many conference organisers ask us to look for unique or unusual venues, it may be that what is needed is a little initiative in creating the venue, after all if people can have an amazing wedding in a marquee in a field, what might you be able to do with just a plain old room, with some help from Conferences Direct and our friends at "That's Entertainment". We should also bear in mind that not everyone wants an intense activity after a long day at the conference table. Gentle entertainment and a civilised atmosphere, a pleasant dinner and good company may sound easy but often need more careful thought and effort than all the paintballing and dragon-boating put together. Ask our advice: we are here to help you organise a conference that should be stimulating on the one hand and enjoyable on the other.



Event Management

If, at the end of the day, it's all too complicated, well, we can help, we have years of experience and expertise to draw on, and if we can't help, well, we know someone who can.

Call us on 01332 363 014 for venues and ideas

Got a conference? Need an organiser?



Call us to get further help with your conference: Conference Organisation



Chargeable Services

Conferences can be time-consuming, complicated and stressful to plan, organise and run. If you need some professional help putting on your event, we can do that for you, with the benefit of our considerable experience and expertise. The costs of this will vary according to your needs and your budget: we can assist you with an entire event or just a particular part of it.



Quoting for your needs

We are happy to provide a proposal costing for organising your event, if you need some professional help. To do this we will need some idea of your objectives, the kind of event, and the style and size of event you hope to provide. Chargeable services include activities prior to, during, and after, the event:

Prior to the event:

- Conference planning and organisation

- Delegate pre-registration, the preparation of badges, welcome packs and schedules

- Provision of mail outs to your delegates, handling of deposits and payments

- Design of an activity programme, planning and provision of activities and entertainments

During the event:

- On-site organisational cover

- Technical support

- Liaison between the venue, your speakers, guests and delegates

After the event:

- Providing feedback questionnaires and collation of results

- Providing reporting and statistical information and an event history



Cost issues

Typically, basic and administrative support costs £25 an hour; executive support costs £50 an hour. To this it would be necessary to add the costs of individual activities. So, for example, a basic welcome pack, with, say, a simple folder and 10 basic printed sheets related to the conference schedule, attendees, briefing papers and a simple badge would cost £3.50 per delegate. On the other hand, if you wish to have a higher specification including specially designed bags, folders, printwork materials and promotional gifts with your own logo and strapline, this would have to be costed for the number of delegates you have. As you can see, every event is different, and this is why we would prepare a costing and would need to discuss your specification to do so.

Got a conference? We're here to help you



Clients and Contact Information



Our clients

Conferences Direct is primarily a business to business service, so for example, we don't normally deal with enquires for personal events such as weddings. We have long-standing relationships with many of our business clients, from small private companies to major international and governmental organisations, from Britain and from abroad:

BACS Payment Systems

Nestle

ABN Amro

The Audit Commission

The Youth Sport Trust

To name but a few. Conferences Direct was established in 2000 and has grown steadily every year since. Our purpose is to make your job easier. Finding venues and organising events and all the paraphernalia that goes with them is time-consuming and work intensive. You might only organise one big event a year or you might do lots of little ones: Let us help. It's what we do.



One call away

You can contact us by phone on the number below, or email via our website. Anton Shone deals with venue finding and conference activities. Diane Sheppard deals with conference organisation and event management. Here is the office address:

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