

EVENT EXPERTS



Our experienced Event Experts take the trouble out of event organising. With years of event industry experience under our belts, we really understand how much time and energy is required to create a successful meeting or event.

Working closely with our wider university support teams, our Event Experts service is our in-house events consultancy based within our Event Services team.

So whether you're organising a conference, a meeting, a launch or a major sporting event, we are here to help you.

With our full Event Experts package, we will manage your event for you from start to finish.

Or if you prefer to take control of the event yourself but outsource certain elements, our flexible pricing structure means we can offer a bespoke package to suit your needs – whatever you need, we have it covered.

Let us look after the details so you can take care of inspiring your delegates with an outstanding programme, innovative research, and unforgettable experiences that will cement your event in their memories.

	SERVICE	FIXED RATE	PER DELEGATE/ EXHIBITOR
FINANCIAL SUPPORT	Full budget management	✓	
	Processing delegate registrations and payments		✓
	Monitor outstanding fees and chase for payment		✓
	Issue receipts and invoices		✓
PRE-EVENT	Initial scoping with event organiser and creation of event delivery milestones	✓	
	Regular planning meetings to keep event on track	✓	
	Assistance with bid proposal	✓	
	Provide assistance with programme content and design	✓	
	Booking venue space	✓	
	Development of a custom website for the event	✓	
	Build and maintain an online registration form	✓	
	Issue registration confirmations and joining instructions to delegates, being the first point of contact for delegate, speaker and supplier queries		✓
	Coordinate accommodation bookings for delegates and speakers		✓
	Organise social itinerary including dinner and entertainment	✓	
	Arrange transport to offsite events	✓	
	Provision of meals, rooms, seating, ancillary equipment, exhibitor liaison	✓	
	Marketing and advertising the event	✓	
	Develop a conference app	✓	
	Compile delegate packs and print name badges		✓
	Arrange programme printing	✓	
	Abstract submission and coordination	✓	
	Exhibitor booking and liaison		✓
Health and safety guidance	✓		

	SERVICE	FIXED RATE	PER DELEGATE/ EXHIBITOR
EVENT DURATION	Manage directional signage on campus	✓	
	Staffed registration desk at key or all times during event	✓	
	Provide AV support, ensuring it is in place and operational	✓	
	Social media interaction and content	✓	
	Arrange event photography and/or film	✓	
	Recruit and manage volunteers or paid ushers and assistants	✓	
POST-EVENT	Issue feedback surveys to delegates	✓	
	Statistical analysis of results	✓	
	Distribute conference proceedings	✓	

EVENTS THAT HAVE BEEN SUPPORTED BY EVENT EXPERTS

2017

- British Society of Gerontology Conference
- Conference on University Purchasing

2016

- International Conference on Hybrid and Organic Photovoltaics
- International Population Data Linkage Conference

2015

- Biopesticides – Innovative technologies and strategies for pest control
- Symposium on Antimatter and its Applications

2014

- International Marcé Society Conference



THROUGHOUT THE PROCESS WE ENJOYED STRONG SUPPORT FROM THE EVENTS TEAM, WHO PROJECT MANAGED THE PROCESS EFFECTIVELY AND EFFICIENTLY, AND WERE ABLE TO RESPOND TO CHALLENGING TIMESCALES.

THROUGHOUT THE EVENT ITSELF WE RECEIVED SUPPORT THAT WAS AT ALL TIMES PROFESSIONAL, POLITE AND PATIENT.

Howard Allaway,
Conference Organiser,
COUP 2017



PRICING

Our Event Experts package is charged at a flat rate of £25/hour for the work undertaken by our Event Support Officers.

We are able to provide estimates for the number of hours each activity will require. Some elements incur a set rate, whilst others will scale depending on the number of delegates and exhibitors, therefore our pricing structure will have a fixed cost and a per delegate and per exhibitor cost.

This model allows you to pick and choose the elements you require help with to suit your event and your budget – a fully bespoke offering tailored to you.

To find out more or to request an estimate, please speak to a member of our Event Experts team on **01792 295665** or email events@swansea.ac.uk

SOME OF THE DETAILS OUR EVENT EXPERTS CAN HELP YOU WITH

- Production of bid documents
- Event schedule / programme planning
- Budgeting
- Accounting and financial administration
- Delegate communications & event marketing
- Online registrations
- Website development
- Delegate pack production
- Programme design and printing
- Menu support
- On the day event support