



Southcoast Event Support

Here for You

Helping you organise

Our event support package will take away the operational and administrative tasks that come with organising an event and leave you free to focus on the event objectives, content and networking opportunities.

- Our professional team utilise their industry knowledge and effective systems so we can take the stress out of organising events.
- We focus on the administration, logistics and liaison required to deliver a successful delegate experience.

The team has over 50 years of experience organising both corporate and academic events and are on hand to help you deliver a successful and memorable event.



Pre-event



Speaker, Exhibitor & Third-party Liaison



Venue Support



Delegate Management & Guidance



Event Support



Post-event



Pre-event

- Bid support
- Budget management
- Sites visits
- Organise operational team meetings
- Source and book accommodation



Speaker, Exhibitor & Third-party Liaison

- Liaise with keynotes and speakers
- Prepare speaker/exhibitor packs
- Source and provide quotes for additional services and materials
- Third party contract and negotiation



Venue Support

- Book both internal and external venues
- Liaise with venue operations and hospitality teams
- Audio-visual support
- Provide risk assessments



Delegate Management & Guidance

- Create registration site with ability to take payments
- Collate delegate information
- Respond to delegate queries
- Provide delegate information to operations and hospitality teams



Event Support

- Set up and run a registration desk
- Produce signage
- Create delegate packs and badges
- Book student ambassadors
- Technical support
- Liaise with on site operations and hospitality teams



Post-event

- Contact delegates with post-event survey
- Collate responses
- Complete the final event reconciliation

We recognise the time and work required to arrange an event is often underestimated. Let the Event Support Team take the stress out of your next event so you can make the most of your time and enjoy the day.

Entrust your next event to Southcoast Conferences.

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