

Do you need help to manage your events?

EERA's experienced event managers can deliver any type of event from small workshops to major national and regional conferences.

We are specialists in organising conferences and events for the public and voluntary sectors with close relationships with the 52 councils in the East of England and Government organisations such as GO-East and EEDA.

We offer a full management service but are also very flexible in meeting the varied needs of our clients.

Please contact EERA's Conference Organisers:

Sue Houlder 01284 729421 sue.houlder@eera.gov.uk
 Jayne Cole 01284 729405 jayne.cole@eera.gov.uk

Further information is also available at:
www.eera.gov.uk/meeting-and-events/regional-conferences

Event Management costs from September 2009

EERA provides a very cost-effective event management service.

The costs below provide a guideline and can vary depending on the event.

Details of the event management services included in the fee are detailed overleaf.

EXPECTED DELEGATE NUMBERS	FEE	ADDITIONAL FEE FOR BREAKOUT WORKSHOPS
Up to 50 delegates	£1,000	£200
51 – 100 delegates	£1,500	£300
101 – 200 plus delegates	£2,000	£400

Our fee includes:

Event Marketing

- Producing a draft programme and flyer/invitation from information provided by the client
- Promoting the event through a provided contact list and/or through EERA's database with 1000s of contacts
- Advertising the event on the EERA website and through regular e-bulletins

Event Management

- Sourcing and booking a suitable and accessible venue
- Liaising with speakers and workshop facilitators
- Easy-to-use online booking system for attendees including workshop and catering preferences and accessibility requirements
- Preparation and distribution of event resources e.g. delegate packs
- 'On the day' management including set-up, equipment, registration etc.
- Any other administration tasks to be agreed

Post-event

- Presentations and other information available on the EERA website
- Event evaluation report

Additional fee for workshops includes:

- Advertise workshops and book/allocate delegates
- Provide information in delegate packs and handouts as required
- 'On the day' management including set-up, equipment and directions to breakout rooms etc.

Fees do not include:

- Venue costs – venue hire, lunch and refreshments etc.
- Equipment charges

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