

## Conference Management Service at Royal Holloway

Below is a list of the services we are able to offer. Please tick those services that you would like us to provide. Once the basic outline of services has been established, a more comprehensive brief and quote can be completed.

	Yes	No	Maybe
Expected numbers (indicate in "Maybe" please)			
Online registration			
Hard copy registration form (alternative)			
Web pages – Delegate information, Registration, Terms & Conditions, other?			
Delegate type (residential)			
Delegate type (separate accommodation options)			
Day delegate			
Other options (conference dinner, excursions etc. additional charge)			
Early bird pricing			
Social options inclusive			
Session options inclusive			
Wait listing			
Card payments			
Invoice payments			
Delegate confirmations (automated)			
Specific information emails to delegates			

Regular verbal reports on numbers and income			
Travel details and joining instructions			
Exportable reports to organiser, numbers and income			
Rooming lists to venue			
Dietary requirements & DDA issues			
Delegate reminders (ad hoc info emails)			
Delegate bag sourcing			
Delegate information folder or bag compilation			
Sponsors registration			
Sponsors invoicing / payments			
Exhibitor registration			
Exhibitor invoicing / payments			
Speaker registration			
Speaker requirements			
Badges (pin standard – lanyard supplement)			
Registration desk cover			
Travel information service			
Conference feedback (survey)			
Financial reconciliation of income sources			
Any additional services? Please outline:			

We generally do not accept registrations on the day as catering requirements are confirmed 5 working days before start date. Registration for a small number of delegates (less than 10) can be taken on the day if necessary. If a greater number of delegates are expected, numbers for catering must be increased before the event. The confirmed number will be charged, even if this number is not met.