



Conference Template

Please discuss your event with the Conference & Events team. We are experienced event planners and managers and are here to support you

Names of Proposer(s):	
School or Service	
Proposed Date	
Anticipated number of guests	
Preferred venue <ul style="list-style-type: none">• Breakout rooms?	[Please refer to our conference guide or the website regarding capacity for the various rooms we have available]
Audience – internal or external	
Chargeable or free to attend?	
Proposed Timings	
Title of Conference	
Proposed format:	[Consider the layout of the room and the impact on capacity]
Proposed speakers:	[Will these speakers charge a fee? Will they need accommodation? Will there be travel costs?]
Proposed chair:	

Catering requirements	
<ul style="list-style-type: none"> • Refreshments? • Lunch? • Formal dinner? • Drinks reception? 	[Consider the time required to reset the rooms, particularly from lecture style to a formal dinner]
Do you have a guest list? This would include colleagues, industry/professional experts, businesses and students	
Do you have a VIP guest list?	
How high profile is this event?	
Will we need additional security?	
Cost Code	

Budget to be prepared:

Excel spreadsheet template available

Information required:

- Room hire
- Speaker costs, travel and accommodation
- Refreshments/Catering
- Delegate packs and contents
- Programme design and print
- Formal dinner
- Additional security costs
- Parking costs
- Gifts
- Flowers
- Name badges
- Income from stands or sponsors

The minimum and maximum number of delegates will be required to estimate the cost per person.

Next steps:

This information is required by the Marketing Team to start promoting the event on the website and across social media.

Abstract : approx 150 words	
Biographies and photos of speakers	
Invitations (text required)	
Press release	
Posters/flyers designed	

Practical considerations:

Confirm Audio Visual requirements	
Could the lecture be filmed	
Is photography required?	
Dietary requirements	
Access requirements	
Transport requirements	
Car parking	
Do we need a specific flag?	

Additional Staffing Requirements for the event	
Presentation of gift – what and who by	
Photography / Filming booked if required	
Flowers for lectern / room	
St Mary's promotional materials	
Layout of Venue	
AV Booked	
Microphone / Lectern	
Directional Signage	
Reserve Signage for seating	
Wet weather plan	
Post event press release	

Dinner Considerations:

Are there VIP's invited? If so, please supply biographies or details	
Do we require a seating plan?	
Consider the timeframe required by the Catering team to organise staffing (approx. 2 weeks)	