

Conference and Events Management

We provide a cost-effective conference and event management service for a wide range of partners in the region including local authorities, membership associations, think tanks, campaign groups, voluntary organisations and the commercial sector.

The East of England LGA conference team has over 10 years experience and can deliver all types and size of events including meetings, half day workshops, full day conferences and residential events.

Services include venue search, developing a conference programme, researching potential audiences, marketing and PR through to full event management on the day of your event. We regularly market to 1000s of contacts across the public and voluntary sector. We will quote based on specific requirements but indicative costs are outlined below.

Event Management costs from April 2010

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
- Promoting the event through the East of England LGA website and thousands of email contacts

Event Management

- Sourcing and booking a suitable and accessible venue
- Liaising with speakers and workshop facilitators
- Online booking system for attendees
- '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 East of England LGA website
- Event evaluation report

Additional fee for workshops includes:

- Advertise workshops and book/allocate delegates
- Provide information in delegate packs and handouts as required

Fees do not include:

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

Please note that any photocopying will be charged at 10p per page for black and white copies and 20p per page for colour copies.