

Enquiry / Checklist

Please see checklist below , have you forgotten to ask/check anything?

Conferences, Meetings and Presentations

- Dates
- Times
- Number of delegates
- Room set ups and layout - *(please see reverse)*
- Water for speakers
- Catering and dietary requirements
- Confirmation and dead lines
- Notepaper and pens
- Registration desk

Equipment requirements - (Setting up of Equipment)

- Laptop
- Data projector
- Flip charts
- Lectern
- OHP (*Over head projector*)
- Internet access or WI-FI
- Display boards
- Technical assistance - @ £35 per hour (*Out of hours*)
- PA system

Translation equipment - *Contact Welsh department on: 01970 62 (2045)*

- Lighting
- Staging

Event Managing and Conference Dinners

- Signage / signposting
- Table plans
- Colour schemes / Napkins to match / Logo
- Table cloths - @ £5 per table
- Flowers for tables
- Top table (*always even numbers!*)
- Drinks reception
- Maps and directions to the conference venue
- Name badges
- Delegate attendee lists / Delegate packs
- Posters and exhibition boards
- Car parking
- Access for disabled people
- Electrical power points
- Setting up time
- Clearing up time
- Event Managing @ £35.00 p.p

Equipment requirements - (Setting up of Equipment)

* Always have even numbers at the top table. If you have many guest speakers provide a table and reserved seating at the front.

* With Audio Visual (AV) equipment always make sure your guest speakers have compatible software to work on the laptops provided. If using your own laptop remember to bring all 3 cables.

1. Power cable for the laptop
2. Internet cable - this cable has a small connector on both ends (similar to a telephone connector).
3. Know how to enable your external VGA port.
4. A (VGA) cable is a three-row 15 pin plug that connects a laptop to a data projector, MAC needs a convertor.

* Always allow plenty of setting up time for yourself and ask from what time the room will be available to you, it's always a good idea to run through your presentation before delegates arrive. Maybe you have boxes of literature, posters or display boards that you need to put in place before the start of your conference. If you have signage for your meeting let us know or we can help provide signage.