

| prestigious heritage venues | state-of-the-art  
conference facilities | dedicated event organisers |  
central, convenient accommodation | broad range  
of catering options | corporate occasions |  
personal celebrations |

## **EDINBURGH FIRST** for event management



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 /EdinburghFirst

 @edinburghfirst

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**EDINBURGH FIRST**  
for conferences,  
events and  
accommodation



Managing a superb portfolio  
of distinctive venues,  
accommodation, catering  
and event services at  
the University of Edinburgh.

[edinburghfirst.co.uk](http://edinburghfirst.co.uk)



**Edinburgh First's event management service turns your detailed requirements into one seamless and effective package, designed specifically for your conference. We can create, manage and deliver a smooth, one-stop-shop service which streamlines the experience for your delegates and removes the heavy administrative burden in organising conferences ... giving you the time to concentrate on the important things.**

#### How we can help you:

- One point of contact.
- Professional staff who have a wealth of experience in the conference and events industry.
- Efficient and cost-effective way to manage your event.
- Allows you to focus on the content.



## Core service

### The minimum package

Design, set up and manage online delegate registration page
Payment handing and processing via credit card
Dedicated delegate support via phone and email
Sending out joining instructions
Customised pin badge
Data management and real-time reporting
Preparation of final accounts and transfer of funds

## Additional services

Please choose as many services as you wish from each section

### Delegate

Upgraded customised badge with branding/logo and lanyard
Sourcing of delegate bags and contents
Collation of delegate feedback
Production of Certificate of Attendance
Booking and accommodation management

### Financial

Collection of delegate fees via invoice and BACS
Chase outstanding payments
Full profit and loss account post event
Assistance with bid proposal, budget management and agreement of time plans and schedules

### Venue

Conference venue finding
Social and partners programme
Electronic event check-in and staffing of the desk during registration

### Speaker/sponsors/exhibitors

Liaison with speakers, sponsors and exhibitors
Booking and accommodation management

### Website

Website design, build and management
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### Abstract

Abstract management
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To find out more about our event management service, please call one of our Event Executives on +44(0) 131 651 2189 or email at [events@ed.ac.uk](mailto:events@ed.ac.uk)