



Welsh O&G Society Conference

Some points to bear in mind in preparation for the meeting:

- **Reception/registration** area near the entrance – either a desk or table should be provided by the venue. **Two people required at all times** (Delegates can arrive for registration up to 3.00pm) – one for money and one to “meet & greet” and to direct.
 - Ideally the meeting room should be separate from the reception and Reps area so that any outside noise or late attendance does not intrude into the meeting.
 - Be prepared for between 10- 20 extra people arriving and registering on the day, have enough spare packs
- **Display Area for Posters** – check if the venue has enough room to put them up on the wall and/or display boards
 - List the posters on the day some posters on the list may not turn up
- **Reps Stands** – They expect to have a good footfall around their stands and will be happier if they are near or in the same room as the refreshments. Ideally reps, refreshments and posters should all be either in the same large room or near to each other as when the delegates are having coffee and/or lunch they tend to look at the posters and speak to the reps. **ALL REPS SHOULD BE TREATED EQUALLY**
- **Ensure that the fee they pay covers just one rep and stand – they sometimes have two or more to man the stand – As the reps partake of the lunch and refreshments, this adds to the head count for catering.**
 - It is easier logistically if the reps set up in a ground floor room – they tend to have very large displays or pieces of equipment and have to use a lift if the room is upstairs.
- **Projection/IT Facilities** – Should be checked at initial visit to venue. Also ascertain whether the venue has a specific person who can set up the IT. Check for WiFi and if a code is needed and note. Useful if microphones are used to have a separate one to allow for questions from the audience
- **Meeting and Dinner** - Distance between the meeting venue and the evening meal venue should be a consideration if they are not in the same place. Clear Menu with options to include vegetarian (non fish) and vegan.

- **Car Parking** - Check how many spaces are available generally or are spaces just for organisers, reps and speakers. If it is a private venue is the parking free and/or is there enough local parking if the venue has limited spaces.

- **Equipment on the day**
 - Registration Forms
 - Registration Spreadsheets, i.e. who has registered, paid, evening meal etc.
 - Useful to have any WIFI code displayed at the reception desk
 - **Signed Certificates to hand out at the end when the Feedback form has been returned**
 - Registration packs which should contain as a minimum:
 - Programme (**with sponsors details**)
 - Feedback Forms
 - Any marketing materials
 - Name Badges/Labels
 - WiFi Code if required
 - Receipt book
 - **Lockable cash box with float**
 - Spare Stationery Items
 - Pens
 - Paper
 - Blu Tac
 - Sellotape
 - String
 - Scissors
 - Table Covering for Reception Desk
 - Spare programmes
 - Spare Registration Forms
 - Spare Name Badges/Labels
 - Spare Registration Packs