



THE ASSOCIATION OF ANAESTHETISTS
of Great Britain & Ireland

EVENT SERVICES FOR SPECIALIST ANAESTHESIA SOCIETIES

In order to promote and support the work of specialist anaesthesia societies the AAGBI in-house events team now offer a range of event and conference management services.

Each request for event services is evaluated on a case by case basis ensuring that the support provided is tailored to the requirements of the client Society.

Possible support could include:

Venue organisation – From sourcing the venue, to the arrangement of rooms, seating, catering, and flowers, the events team can make all necessary arrangements with regards to venue organisation.

Publicity, Programmes and printing – Via our established printers the events team are able to organise all necessary publications or publicity for the event. Working from your designs this would include flyers and posters, registration documents, programmes, evaluation forms etc. As we produce a large volume of printed materials we are able to negotiate reduced prices on your behalf and have long term relationships with our printers. The majority of materials are also able to be produced in house, further reducing your expenditure.

Free Paper management – The events team are able to manage the administration of all free papers to be presented at the event. This would include the call for papers, relay of papers to the Specialist Society's abstract committee, all necessary correspondence with authors, arrangements for presentations, and the formatting and printing of an abstract book.

Delegate registrations – The Association's bespoke conference database is the perfect tool for managing delegate registrations. The events team can take on the complete booking process while ensuring a level of attention to detail you and your delegates will appreciate. This service would include the sending out of all conference literature, the booking of delegates onto the system, full financial record keeping and banking, regular progress reports, all correspondence with delegates, the printing of name badges and the production of delegate packs/bags for use at the conference. It is also possible for our events team to manage registration at the event resulting in seamless support for your delegates and the quick resolution of any on-the-day queries.

Speaker management – The events team can make all necessary arrangements with your agreed speakers ensuring that they arrive at the event with all preparations taken care of. This may include arrangements of accommodation, the collection of biographies, presentations and workshops materials, details of any social events to be attended, and the production of a speaker abstract book. We can also attend the conference on the day to ensure continuous and consistent support of your speakers.

Audio Visual management – The events team at the Association have links with many professional AV companies and will work directly with the chosen supplier to achieve professional and inconspicuous audio visual support. Again our experience of working with AV contractors ensures you a fair price and a high standard of support at all times.



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Trade exhibition management – The events team is experienced in managing all logistical arrangements needed for a successful Trade Exhibition. Using your agreed trade contacts we would send out all literature, register companies to attend, make all arrangements for stands and floor plans, shell schemes, lighting and electrics and maintain all financial accounts.

Accommodation management – The events team are also able to ensure that all delegate and speaker accommodation requirements are professionally managed. Hotels would be agreed with your organising committee and booking forms distributed as necessary. Full financial records would be kept.

Social Programme / Formal Dinner arrangements – Working from your plans the events team can organise any drinks receptions, faculty and formal dinners, cultural events and accompanying person programmes required. Arrangements would include coaching, venue and menu choices, seating plans, lighting and entertainment.

Financial Management – Full financial record keeping will be implemented as standard procedure by the Association's finance department. Detailed statements will be produced noting all income and expenditure from the event along with any expenses paid to speakers as necessary. As well as book-keeping the Association is also able to provide a separate account for use during the event eliminating the need for the Specialist Society to open a bank account. In addition, the ability to process credit card payments, arrange refunds and process bank transfers in house means we can offer a complete events financial package.

Web presence – The events team are able to create, host and manage a website specifically for your event. This can be created as an addition to an existing site or can be built from scratch. The result is a modern and cost effective way of promoting and providing details of your event which delegates are increasingly relying upon. Again, as the necessary skills are all in house the costs to you are kept low.

On-the-day presence – The events team are happy to attend and manage conferences on-site. This service would include delegate registrations on site, dealing with any issues on the day, liaison with all venue, AV, caterers, speakers, and trade personnel, and generally ensuring that you are able to attend the conference without worrying about its management.

Conference Management Experience

The level of detail needed in the arrangements of an event is often only appreciated with hands-on experience of event management. Throughout the administration of the above tasks the events team would use their extensive experience to give advice and make suggestions as to how the event would best be managed.

An active role would be taken in preparations for the event including advising on the content of letters to speakers, fees, budgets, approaches to be made to trade contacts and possible sponsorship opportunities, the design and layout of programmes, and all other elements of your event. We will not simply wait to follow instructions but proactively work on your behalf to develop a professional meeting which will be of real value to your delegates.



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During any work with the Association your views and ideas will always be taken into account. Work would be undertaken in an inclusive manner with ongoing discussion between your organising committee and the events team. You would always be able to contact us at the Association, would always be kept fully informed of the developments of the event and would be provided feedback on completion.

This list of services is by no means definitive and we would welcome the opportunity to hear your thoughts and ideas.

If you would like to discuss the possibility of working with us please do not hesitate to contact us.

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