

AQUA DELEGATE SOLUTIONS

A DELEGATE MANAGEMENT SERVICE DESIGNED TO LOOK AFTER THE MOST IMPORTANT ELEMENT OF YOUR EVENTS –

The people who attend them!



TO INCLUDE:

- **BESPOKE EVENT WEBSITE**
- **ON LINE REGISTRATION**
- **ON LINE PAYMENT**
- **AUTOMATED CONFIRMATIONS**
- **DELEGATE HELP DESK**
- **DELEGATE PACKS & BADGES**
- **JOINING INSTRUCTIONS**
- **TRAVEL PAGE**
- **CORPORATE GIFTS/BAGS**
- **ON SITE SUPPORT**
- **VENUE LIASON**

For more information or to discuss how we can help you with your event contact:

+44 (0) 1626 214533

Barbara@delegatesolutions.co.uk

THE BENEFITS

- **A bespoke event webpage/domain** - giving a professional edge to your event, whilst maintaining your company brand.
- **All delegate information in one place** - stored and presented on easy to manage spreadsheets
- **Saves your staff time** - leaving them to get on with the work they do best – i.e. working on your business
- **Access to experienced event team** - that will be able to contribute ideas and advice when required.
- **One point of contact** - for all things relating to the event, ensuring communication is streamlined and effective.
- **Cost effective charges** – and as these can usually be absorbed into the delegate attendance fee, you can access to a professional service that will not impact on your event budget!

Our clients include:

The Met Office -Beacon South West- NHS Innovations

NHS Stroke Association - University of Exeter



FLEXIBLE FEE STRUCTURE FROM £10 PER DELEGATE

Each event is negotiated according to volume of work involved; however the following price bands should give you a fair guide as to the cost implications of using our services but please do contact us to discuss your requirements as we are confident that we can create a delegate management package specifically created for you that offers a value for money service that will have minimal impact on your event budget:

PRICE BAND A - £10 PER DELEGATE

To include:

- Event Website
- On line registration
- Information/programme page
- Create and produce Pdf booking forms - Electronic invites and downloads
- Email confirmations and joining instructions.
- Provide delegate lists

PRICE BAND B - £14 PER DELEGATE

All of the above PLUS :

- On line payment page (credit cards, telephone payment, BAC's and cheque options)
- Delegate invoice procedure - emailed receipts
- Emailed Joining Instructions

PRICE BAND C - £19 PER DELEGATE

All of the above PLUS :

- Provide soft copy template for badges
- Provide soft copy Delegate List
- Set up and staff registration area - 1 person 4 hours - Additional staff £20per hour min 4 hours
- Set up Payment and information desk
- Attend planning meetings -Travel & accommodation excluded

PRICE BAND D - £25 PER DELEGATE

All of the above PLUS :

- Manage Event Budget/event account - Use delegate income to pay suppliers
- 6 PAGE EVENT WEBSITE inc Registration, Payment + 2 event information pages NB. Additional pages £80per page
- Produce & Supply Laminate Badges with clips
- Produce & Print Delegate List
- Produce & Print Feedback forms
- Produce & Print Certificates of attendance
- Liaise with venue on: Timings/Equipment/Refreshments/Set up/Workshop areas
- Set up and staff registration area - 2 persons all day- Additional staff £20per hour min 4 hours