



event management service

As an extension to our established FREE venue finding and accommodation sourcing service, Calder are also able to offer a complete event management solution whereby you the client can use as much or as little as you require.

The services of CEMP include:

- Assist with pre-conference marketing
- Graphic design and web design
- Venue liaison and logistics
- Delegate registration and liaison
- International & domestic travel & transfers
- AV & lighting production & support
- Programme activity planning
- On-site management & personnel
- Exhibition management
- Database management
- Finance management
- Personal account manager
- Quality management information
- Conference merchandise
- Marketing collateral
- Incentive travel
- Team building activities
- Secretarial services
- Project management

Please feel free to contact us to discuss your requirements further and receive a tailor-made quote to meet your specific needs.

Telephone: 0870 382 8028
Fax: 0870 382 2280
Email: events@caldercon.co.uk
Web: www.calderconferences.co.uk

