

ADMINISTRATIVE TIMETABLE FOR ORGANISERS

Prior to 12 months before the conference:

Future Holding Letters are sent to you, one copy of which should be signed and returned together with a £100 deposit.

12 months or less before the conference:

Contractual booking forms are sent to you, one copy of which should be signed and returned together with a 10% deposit.

8 weeks before the conference we need to know:

We send you a pro-forma to help you give us the following details.

Probable numbers
Bedroom requirements
Group room requirements

We will then send you the room plans, to enable you to allocate bedrooms for your conference delegates, and the final conference details form which needs to be returned to us **7 days before the event, so we know:**

Actual numbers (split into age groups and Buildings)
Part time visitor details
Day visitor details
Details of which bedrooms cots, extra beds etc are needed
Special dietary requirements (inc list of names)
Audio visual requirements
Newspaper requirements
Communion requirements
Bar requirements including Receptions and Private Bars
Layout of the conference halls/meeting rooms

It is important that this timetable is adhered to, as this will help to ensure the smooth running of your conference.