



# Conference Checklist

<b>Urgent return:</b>
<ul style="list-style-type: none"><li>Filming/photography permission form (if required) <input type="checkbox"/></li><li>Confirm if AV technician support is required for the Shulman Auditorium or for a hybrid event with online attendees (this service is outsourced and fees apply) <input type="checkbox"/></li></ul>
<b>Health &amp; Safety Documents (1 month in advance)</b>
<ul style="list-style-type: none"><li>Return risk assessment – in particular confirm if any delegates require level access <input type="checkbox"/></li><li>Return fire evacuation plan - confirm if any delegates require assistance in the event of an emergency <input type="checkbox"/></li><li>Confirm if you have any 16-18 year olds and/or any known vulnerable adults attending or staying <input type="checkbox"/></li><li>Email a copy of your insurance certificate (confirmation you have insurance for the event) <input type="checkbox"/></li></ul>
<b>Meeting Rooms (1 month in advance)</b>
<ul style="list-style-type: none"><li>Return the completed meeting room checklist <input type="checkbox"/></li><li>Confirm when you would like to book an AV demonstration (Shulman Auditorium bookings) <input type="checkbox"/></li></ul>
<b>Logistics (1 month in advance)</b>
<ul style="list-style-type: none"><li>Provide a copy of your programme <input type="checkbox"/></li><li>Confirm where registration will take place and the set-up you will require <input type="checkbox"/></li><li>Confirm you will be providing lanyards to all attendees (this is a REQUIREMENT) <input type="checkbox"/></li><li>Email your logo if you would like it included in the printed signage <input type="checkbox"/></li><li>Confirm when you will arrive to set-up and if parking is required for unloading supplies <input type="checkbox"/></li><li>Confirm if you have any deliveries/contractors scheduled and provide details <input type="checkbox"/></li><li>Confirm the total number of attendees; day delegates and residents per day <input type="checkbox"/></li><li>If you would like remote access printing to our computer room in Back Quad, provide the email addresses for each user <input type="checkbox"/></li></ul>
<b>Catering (2 weeks in advance)</b>
<ul style="list-style-type: none"><li>Meal and break times (usually pre-determined at the point of booking) <input type="checkbox"/></li><li>Number of guests per meal <input type="checkbox"/></li><li>Dietary requirements per meal. We will then issue you with diet cards to hand out to the delegates <input type="checkbox"/></li><li>Banquet Menu and Wine choice (if applicable) <input type="checkbox"/></li><li>Send the seating plan if having a Banquet/served Dinner - we will send you a template to complete <input type="checkbox"/></li></ul>
<b>Accommodation (2 weeks in advance)</b>
<ul style="list-style-type: none"><li>Send the accommodation list (see template in 'Accommodation' section) <input type="checkbox"/></li><li>Please remember to highlight if a ground floor/accessible room is required. Please note, we have very few ground floor rooms and no bedrooms with fully disabled facilities. Bedrooms (apart from the top floor) in Carrodus Quad are accessible via a lift <input type="checkbox"/></li></ul>
<b>Changes: 48 hours beforehand</b>
<ul style="list-style-type: none"><li>We will do our best to accommodate requested changes to the information provided; this is usually possible for minor adjustments up to 48 hours beforehand. <b>If you reduce your catering numbers for a meal within this period you will still be charged for the previously known number. We cannot guarantee we can accommodate increases in numbers at this late stage.</b></li></ul>