



# Event Management

Call  
**0845 0200 350**

Make sure your event is a **stress free runaway success**

Hotelres offers a full range of event management services. Tell us what you need and we can tailor-make a package to suit your requirements and budget.

### Event Management Services include:

- ✓ **Delegate Registration:** using our event software or your event software we can build a website and manage all aspects of delegate registration and payment.
- ✓ **On Site Event Management:** Our team can be on site running the event and liaising with the venue to ensure everything runs smoothly.
- ✓ **Audio Visual Services:** we can work with your normal AV company or use our partners to provide you with all the equipment you will need.
- ✓ **Marketing:** We can design and print materials to enhance your event. We can manage your email marketing campaign to delegates using the database you provide.
- ✓ **Exhibition Services:** Build and de-rig of shell schemes, production of exhibition manuals, design and floor plans.
- ✓ **Additional Services:** anything else that you may need to make your event a success! For example, off-site dinners, tours, keynote speakers, transport, teambuilding and translation services.

Each member of the Event Management team is a specialist in their own field; guaranteeing expert advice in all areas.

Visit our website at [www.hotelresuk.com](http://www.hotelresuk.com)

Email: [Reservations@hotelresuk.com](mailto:Reservations@hotelresuk.com)

You can also find us on

