



EVENTS NORTHERN LTD

Event and Conference Management

T: 01772 336639

E: info@eventsnorthern.co.uk

W: www.eventsnorthern.co.uk



<http://twitter.com/eventsnorthern>



<http://companies.to/eventsnorthernltd/>



<http://www.linkedin.com/company/eventsnorthern-ltd>



<http://eventsnorthern.wordpress.com/>

Events Northern Ltd is a **professional event and conference management company** operating nationally. We provide **effective event solutions** and offer comprehensive event management services from conception through to implementation. We are committed to producing **bespoke conferences and events** to the **highest quality** which **surpass the expectations** of client and attendees. We go the extra mile to **deliver engaging events** which **inspire, provoke action** and **deliver results**. The company was established in 2004 and we offer unsurpassed quality and value in every project undertaken. Conferences are our speciality and passion!

For more information or if you are considering running an event please do not hesitate to contact us. Perhaps you have an event idea but are you unsure if it is feasible or if you have the budget? We will be happy to produce a no obligation proposal detailing your bespoke needs.

Our new website has just been launched – please visit www.eventsnorthern.co.uk.

Please also stay in touch through **Facebook**, **Twitter**, **LinkedIn** and our **Blog** or sign up for our **email updates** via the website. We comment, tweet and blog about all things event and industry related.



Event Management

We offer a complete service, from conception through to implementation. We undertake the whole organisation, management, administration and production process on behalf of our clients to ensure a successful and professional event is delivered. Alternatively we can deliver specific elements of an event, tailored to the clients' exact requirements. Services include:

- Research and development of ideas and proposals
- Venue sourcing and negotiation
- Bespoke online registration services
- Assistance with publicity and marketing
- Event administration and enquiries
- All aspects of planning, organisation and logistics
- Fast and effective electronic (barcoded) or traditional check in systems
- Procurement of event equipment and services including audio visual, catering, exhibition stands/poster boards, transport, accommodation, furniture, branding, printing, etc.
- Liaising with speakers, workshop hosts, performers, tour managers, suppliers and so forth as relevant
- Preparation and management of budgets
- Preparing and issuing directions, public transport information, parking details, walking routes and other attendee information ahead of the event
- Printing and collation of delegate folders, goody bags, etc
- Health and Safety documents, Risk Assessments and Contingency Planning
- Management of the live event, including event personnel and registration staff
- The set up, management and de-rig of the 'live' event
- Post event communications to attendees
- Event evaluation and de-brief



EVENTS NORTHERN LTD

Event and Conference Management

T: 01772 336639

E: info@eventsnorthern.co.uk

W: www.eventsnorthern.co.uk



<http://twitter.com/eventsnorthern>



<http://companies.to/eventsnorthernltd/>



<http://www.linkedin.com/company/eventsnorthern-ltd>



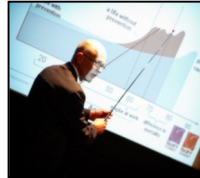
<http://eventsnorthern.wordpress.com/>

Since setting up the company in 2004 Events Northern Ltd have produced numerous conferences ranging from focus groups for 10 people through to conferences for over 1,200 people, as well as outdoor public and sporting events for up to 6,000 visitors.

We have tried and tested systems in place to enable us to manage your event efficiently and to the highest standards. Events Northern take the stress, worry and time involved in organising an event away from the client. Organising a successful event is a time consuming process however we have the procedures, knowledge and experience to ensure every element of the event is delivered to the highest standards.

Events Northern are well respected within the industry, both by our clients and by those that attend our events. We have a high level of repeat business and bookings. We also work regularly and closely with a number of suppliers and venues and so as a result of these relationships we are often able to pass on discounts and savings directly to the client; including 20% discount off all audio visual requirements.

In September 2010 we produced Safety 2010: the 10th World Conference on Injury Prevention and Safety Promotion (<http://www.safety2010.org.uk/>). The event was co-sponsored by the World Health Organisation (WHO) and was produced on behalf of the Centre for Public Health, Liverpool John Moores University. This four day conference in London was attended by over 1,000 delegates and also included the launch party featuring Diversity and a social dinner at the Natural History Museum.



Registration Management

Are you looking for a fast and efficient system to check in attendees for your next event? Events Northern have developed new software and technology to offer registration and check in services either as part of our complete event management package or as a standalone service. This enables:

- Personalised barcoded tickets to be issued to attendees in advance of the event to speed up the check in process
- Instant badge printing as the delegate arrives at registration (triggered either by the scanned barcoded ticket or manually by name)
- Customised badge design including client/partner logos, bespoke layout, branding and social media details, as desired
- Badges linked to the database, detailing personalised information, reminders and key information on the badge itself e.g. workshop rooms, appointment times, allocated catering rooms, etc
- Creation and printing of badges on site, on the day, for new registrations
- Post event reporting including the ability to track check in times of attendees (and check out times if required)
- Real time updates in terms of the numbers of people on site at any particular time
- Opportunity for exhibitors to gain permission and scan delegate badges at their stand to access contact details for future marketing purposes (no more handwritten contact forms)

The system has been used successfully at many events large and small during 2010 and 2011. This has included events at the QEII Conference Centre and the Natural History Museum, London, checking in over 1,000 people in the space of 60 minutes!