



**CONFERENCE  
MANAGEMENT**  
Professional planning  
for your key event



# Video Production Theme Design Speaker Management Entertainment Guest Hosts Teambuild Events Delegation Logistics Venue Search Professional Guidance Audio

Organising a conference or meeting can be daunting for the inexperienced and this inexperience can often unintentionally lead to overspend on budgets. Even for experienced conference planners the time consumed organising venues, registration planning, delegate logistics, catering & audio visual et al can seriously affect their workloads in the office. D&S Events has a wealth of experience planning meetings and conferences throughout the UK & Europe; we have relationships with most of the major hotel and non hotel conference venues and in many cases have first hand knowledge of how the venue fulfils requirements from previous usage.

Our initial venue sourcing services are non chargeable and once provided with a brief we will research venues and then present options that meet the brief; we will also negotiate discounted rates on your behalf. Once a venue has been secured D&S Events can supply a full service package taking the entire project from your shoulders, or simply provide the elements that you need to fit in with your own resources.

Previous events have taken us from a 16th century monastery in Gubbio, Italy to Cliveden House Hotel, Taplow and from the Grand Hotel Brighton to Barcelona and the Nou Camp Stadium, where we also arranged a sailing regatta on the Olympic course.



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**We've just arrived back in Brazil and on behalf of the team, I would like to thank you for a very warm welcome. Everything was perfect, the transport from the airport, the organisation of the hotel, city tour and the transport from the hotel to airport.**

**Based on this it was possible to enjoy our stay in London, which is an exciting city. We loved seeing very close Big Ben, Buckingham Place, Westminster and Whitehall and to see this from the Open Top Bus was great. By the way, the dinner and the award ceremony on the Thames was a great idea, unforgettable!!!**

Rinaldo, Project Leader, Brazil.