

VISITING POTENTIAL CONFERENCE LOCATIONS

The choice of town in which to hold the event is a key decision, in which numerous factors come into play. Each organiser, when making the choice, will have his or her own criteria, constraints and expectations. The purpose of this Quick Guide is to help you gather maximum information in minimum time when visiting a potential conference location.

Phase 1 : PREPARING YOUR VISIT

1. CONFERENCE INFORMATION SHEET

This sheet, which introduces your event, will be sent to the various people that you hope to meet with so that they can make proposals that are adapted to your needs.

NAME OF THE EVENT

ORGANISER

Name of body/company:
 Officer in charge of conference:
 Surname: First name(s):
 Position:

Address:
 Tel: Fax: e-mail:

EVENT

Theme of the event:
 Date: from:..... to:..... Duration:..... days
 Participants: Expected number of conference-goers:.....
 of which: Participants..... Spouses.....
 origin: international national regional
 Meetings: in plenary sessions in committees Number committee meeting rooms :.....
 Exposition: Number of stand-holders..... Expo area:.....m²
 Hotel accommodation for participants: 4* 3* 2* 1*
 Working lunch(es) for: guests. Soirée (s) for: guests
 Sightseeing tours yes no

2. VISIT SCHEDULE

Organise the schedule for your visit in accordance with the time you have available (usually one day is enough for an initial visit, especially if you have prepared it in advance); on your list of people to contact, don't forget your local correspondent (representative of your company, trade federation...). This person will no doubt play an active role at the local level when it comes to organising the conference according to your needs.

SCHEDULE FOR.....				
Body/Contractor	Name/Position	Address	Time	Telephone
Convention centre				
Town Hall				
Tourism Information Centre				
Caterer(s)				
Hotelier(s)				
Reception centre(s)				
Travel agency				
Conference				

organisers				
Local correspondent				

Phase 2 : THE VISIT ITSELF

1. TRANSPORT

TRAVEL				
AIR				
Destination	Arrivals per day	Departures per day	Regular fare	Conference fare
RAIL				
Destination	Arrivals per day	Departures per day	Regular fare	Conference fare
ROAD				
Destination	Arrivals per day	Departures per day	Regular fare	Conference fare

TRANSFERS							
LINKS	EXISTING		NEEDED		TIME ⁽²⁾	KM	PRICE
	YES	NO	YES	NO			
Station - Convention centre							
Meet-and-greet at station							
Shuttle							
Public transport							
Taxi							
Airport - Convention centre							
Meet-and-greet at airport							
Shuttle							
Public transport							
Taxi							
Convention centre - Hotel							
Shuttle							
Public transport							
Hotels - Soirées							
Convention centre - Cocktail evenings							

(2) Note: Ask your local contact about rush hours for the route in question; Paris isn't the only city with traffic jams.

2. ACCOMMODATION

ACCOMMODATION			
	Number of hotels	Number of rooms	Price range
EXISTING			
4*			
3*			
2*			
1*			
Other			
NEEDED			
4*			
3*			
2*			
1*			
Other			

3. MEETING ROOMS

MEETING ROOMS					
	NEEDED		EXISTING		
	N° rooms	Capacity	Name	Capacity	Price
Day 1					
Opening session					
Plenary sessions					
Committee N° 1					
Committee N° 2					
Committee N° 3					
Poster presentation					
Secretariat					
Day 2					
Plenary sessions					
Committee N° 1					
Committee N° 2					
Committee N° 3					
Poster presentation					
Secretariat					
Day 3					
Closing session					

4. ROOM FACILITIES

TECHNICAL EQUIPMENT				
	EXISTING EQUIPMENT			
	Plenary room	Room 1	Room 2	Room 3
Sound system				
Overhead projector				
Slide projector				
Video projector				
Interpretation				
Special effects				
Air-conditioning				
Rostrum / Stage				
Layout:				
	level			
	auditorium			
e-mail				

5. EXPO AREAS

EXPO AREAS				
	NEEDED	EXISTING		
		Name of area	Surface area	Hire fee
Total surface area				
Stand areas				

6. CATERING

LUNCH / DINNER				
	NEEDED	EXISTING		
	Capacity	Place	Capacity	Price: from ... to...
Working meal				
Coffee breaks				
Cocktail evening				
Dinner Day 1				
Dinner Day 2				
Gala evening				

7. SERVICES

SERVICES		
	Available	Fee
Management of registrations		
Hotel reservations		
Management of exposition		
General supervision		
Catering		
Publicity		

8. CONTRACTORS

LOCAL CONTRACTORS		
	YES	NO
Audiovisuals, video		
Badges (manufacturers)		
Car rentals		
Caterers		
Coach operators		
Conference interpreters		
Event organisers		
Exposition installation		
Furniture hire		
Interpretation equipment hire		
Mailing house		
Photographers		
Plants (hire)		
Printing / photocopying		
Professional conference organisers		
Security		
Signposting		
Souvenir gifts / souvenir bags		
Translation		
Travel agency		

9. SIGHTSEEING TOURS

OUTINGS			
	THEME	DURATION	PRICE
Tour N° 1			
Tour N° 2			
Tour N° 3			
Tour N° 4			
Tour N° 5			
Tour N° 6			

Phase 3: SUMMARY OF FINDINGS FROM THE VISIT

OVERALL IMPRESSION			
	STRENGTHS	WEAKNESSES	PRICE/QUALITY RATIO
Travel			
Accommodation			
Rooms			
Technical equipment			
Expo areas			
Catering			
Services			
Contractors			
Sightseeing tours			
Economic fabric			
Date – season			
Reputation			