

**Venues:** The 'Secret Garden' at South Place Hotel / etc Venues St Paul's / Plaisterers' Hall - London

**Client:** Institute for Family Business

**Event:** Conference & two external dinners

**No of delegates:** 160



## The event concept

Each year, the Institute for Family Business (IFB) stages the UK's largest conference for family-run business owners, family members and their senior staff.

Delegates from a wide range of sectors come together to discuss the issues and challenges of running a family business, as well to share best practice and advice.

The key theme of the Conference this year was family business governance which explored all aspects from corporate, to family, to individual.

Venues and Events International have provided the IFB with their venue-find requirements for 3 years for smaller bookings for up to 25 delegates.

This is our second year in supporting with the main IFB Conference with venue sourcing already underway for 2019 and 2020.

## What we were asked to do

- ♥ Confirm etc venues St Paul's for 160 delegates for the main conference for this three-day event.
- ♥ Source alternative venues for the 'Next Generation Dinner on the first night and the gala dinner on the second night.
- ♥ Organised group accommodation at Grange St Pauls and Thistle City Barbican.
- ♥ Carry out site inspections to all potential venues and put recommendations forward.
- ♥ Deliver end-to-end management of event logistics, including event set-up/ break-down, on-site registration, catering, health and safety and delegate welfare.
- ♥ Manage all audio-visual and production requirements, ensuring visuals and content are on brand.
- ♥ Produce event collateral.





## How we did it

etc venues St Paul's London was used for the same event in 2016 and due to its success, we were asked to re-confirm this venue for the 2018 conference.

In addition to the main conference venue, we sourced further venues for the 'Next Generation' and 'Gala' dinners on two of the nights. The client wanted something unique for each of these dinners, ensuring they each provided a different experience for their guests.

Working with IE Live, the operational and event teams worked seamlessly and everything fell into place on site. The transition between using the different venues was efficient and successfully added different elements to the event.



## The agenda

♥ Day 1 - Delegates arrived for the 'Next Generation' dinner at The 'Secret Garden' at South Place Hotel.



♥ Day 2 - All other delegates arrived for the first day of the Conference at etc venues St Paul's, with live case studies, workshops, plenary sessions and networking opportunities.

♥ Day 2 (evening) - Gala Dinner at the Plaisters' Hall.

♥ Day 3 - AM conference with networking lunch.



## The verdict...

"This was our second year working with Venues and Events International at our annual Conference and we would like to thank the team for another successful Conference. The whole team are very friendly, hardworking and exceptionally organised from the initial venue finding right through to the post-event debrief. Great feedback was received from our delegates and colleagues on the organisation of the whole event. We very much look forward to working with the team again at our 2019 Conference and have already started the groundwork on our 2020 Conference."

Sima Kataria, Events & Membership Manager