

## TENDER FOR DONCASTER BUSINESS CONFERENCE 2018 VENUE

Doncaster Chamber is looking for a venue within the DN postcode to host the Doncaster Business Conference on Friday 18 May 2018 from 8.00am to approximately 2.30pm.

### The venue must be able to:

- Give access for the Chamber team to set up the day before the event and on the day of the event from 6.30am.
- Host a minimum of 300 delegates with a theatre style layout in the main conference room plus;
  - An additional 2 x breakout rooms for up to 100 delegates with a theatre style layout
  - an area(s) for registration/refreshments/breakfast, mid-morning refreshment break and lunch/networking.
- Provide breakfast (hot breakfast sandwiches, fruit, alternative dietary options) and refreshments (tea/coffee/fresh orange juice) on arrival at 8.00am
- Provide refreshments (tea/coffee/fresh orange juice) during the mid-morning break at approx. 10.30am.
- Provide a light buffet lunch and refreshments (tea/coffee/fresh orange juice) at approx. 12.30pm.
- Provide an elevated stage area that can accommodate a panel of six seated participants behind a table(s) at one end, a lectern in the middle, and an area of informal seating (eg. sofas/comfy chairs & coffee table) at the other end for up to six people to have an informal debate. Stairs must be available at both ends of the stage. *(Please note this layout may change, dependant on the final event format).*
- Provide a full A/V service. This includes:
  - A suitable number of technicians available on the day of the event and on the day before for rehearsals.
  - One large centre stage screen for the main presentation
  - Projection
  - Sound
  - Video
  - Presentation facility (laptop computer)
  - Live Twitter feed facility
  - Members of Chamber team have access to work behind A/V desk on Twitter & presentation
  - Two side screens for live Twitter feed with images
  - Looped TV screens (or other alternatives) in the registration/refreshment/networking area(s)
  - Microphones (Approx. 3 roving mikes in the audience, 5/6 table top goose neck microphones, microphone(s) for main lectern, 4 lapel microphones)
  - Appropriate stage and house lighting

- Provide good road access and parking (min. 150 spaces) with stewards to help with park during guest arrival.
- Provide a Green room/side room for speakers and media interviews
- Provide an event manager(s) to assist the Chamber both in the run-up and during the event itself.

Please note, all costs for the event would need to be invoiced to Doncaster Chamber following the event to be paid in compliance with the Doncaster Chamber Terms and Conditions of Payment.

**Please return your tender for business to Jemma Richardson**

**Email: [jrichardson@doncaster-chamber.co.uk](mailto:jrichardson@doncaster-chamber.co.uk) Tel. 01302 640100  
before or by 9am on Friday 26<sup>th</sup> January 2018.**