

Advice to Delegates

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- Why are you here? Are you here to agree commutations, catch up with present clients and contacts, make new contacts, or a combination of all three? Be clear as to your objectives.
- Who do you want to meet? Create a database of people attending, then rate each company and the individuals within them as to how important it is that you meet them. It is essential to prioritise.
- What literature etc do you need? You will need your company brochure, a copy of your presentation (if you are doing one) - ARC will provide paper and pens. If you are negotiating commutations, have all the relevant information at your fingertips.
- Will you need support staff? Your schedule will be hectic and certain meetings will inevitably over-run. If there are several of you attending please ask an ARC coordinator for assistance - there will always be someone at Reception.
- How long should the meetings be? Whilst the length depends upon the nature of the meeting, you should budget for 30-45 minutes. Always allow for at least a 15 minute "break" between meetings -see point 9.
- How best to make contact? As soon as possible, by telephone or by e-mail. Offer your "A" list bookings first, then the "B" list etc. Follow-up thereafter by telephone, again working through by your rating category.
- All tables are free to all comers, therefore please do not hold one table for more than one meeting. Try to juggle one you have and one your next guest may obtain. Power for laptops will not be available so make sure you have plenty of juice!
- Do I need to reconfirm meetings? Always reconfirm meetings two or three days before Congress. In the constant re-juggle of meetings, it is easy for a contact to forget to advise you that they have had to rearrange a meeting.
- What if we're running behind schedule? Ensure that you get word to any delayed appointment that you are running late. The on-site administrator is ideal for this. Delays usually result from arranging meetings "back-to-back".
- How should we follow up? The real key to successful meetings is not what takes place at the Congress itself, but timely, effective follow-up. The time necessary to do this often far exceeds the Congress itself and is invariably underestimated.

Call us on 07776 302462 if you cannot find what you need, or we can help you further.