



Step 3 – Side-Events
 (time schedule ideally 10 weeks before start of event)

notes

- program for companions (organisation of city tours, guided Shopping tours, lunch in exclusive restaurants, theatre visits, etc.)
- Teambuilding-activities
- dinner in exclusive locations
- sports activities
- cultural tour (visits of museums, etc.)
- entertainment (visits of theatres, opera, etc.)
- program points to enhance concentration
- individual frame program – advance announcement



Step 4 – Procedure of the event
 (time schedule ideally 1-2 days before start of event)

notes

- preparation of registry documents and room keys (provide enough employees to carry out Check-In quickly)
- set up of hospitality desk
- arrival of participants and rooming of guests
- opening of event
- supervising number and duration of speeches and workshops
- follow by time schedule – define responsible person
- coffee breaks and possibility of refreshments (mark allergies as well as vegetarians of participants)
- check meals between event
- end of event

additional for events lasting 2 days or more

- room segmentation
- pick up participants, organisation and control of transfers
- Check-In (registration formalities and take over of costs)
- Welcome documents of the event and distribution to the rooms
- Check-Out (time schedule, luggage custody, Late Check-Outs for VIPs and speakers)
- Transfers back



Step 5 – Post processing

notes

- Letter of thanks to speakers, participants, project manager of event
- Send back of borrowed material
- Post critics
- Control of success (personal Feedback, questionnaires, media reports, etc.)
- Final settlement
