



Tailor made training...

In addition to organising and managing conferences and events, we can also design and organise bespoke training courses, helping you to develop and train staff at your place of work. Maybe you have a health related topic that you think needs to be addressed? Or a subject that you and your colleagues need training on? We can bring together skilled and experienced trainers who will come to your workplace or venue of your choice armed with a course designed to meet your objectives and fit your budget and timescales.

Get in touch...

We'd love to hear from you, if you are thinking of running an event or would like further information on our event programme then please contact:

Carolyn Fraser
CPD Manager

Division of Developmental Medicine,
University of Glasgow,
Queen Mothers Hospital, Glasgow G3 8SJ

Tel: +44 (0) 141 201 9264
Fax: +44 (0) 141 201 0674
Email: cf24f@clinmed.gla.ac.uk
www.gla.ac.uk/departments/developmental/cpd

The University of Glasgow Charity Number SC004401

Cover crowd photo courtesy of Sound & Vision



University of Glasgow | Faculty of Medicine

Do you have an event, conference or training course to organise? **We can help.**





The University of Glasgow, Medical Faculty, runs an enterprising and innovative full event management service offering conferences, meetings and specialised training courses. This professional service can be accessed by all divisions within the Medical Faculty and is also available to other organisations out with the University. We are here to help, allowing you to focus on your day job. We will work with you to ensure that your event is a success.



Your event team...

Consists of marketing and event professionals who come with over 20 years experience of organising high-profile, medically related events and training courses, from small meetings to large conferences. We will work with you to ensure that every detail of your event is considered, from concept to conclusion. Meanwhile, you can relax and benefit from our combined experience, energy and enthusiasm.

How can we help?

Getting started...

- Working with you throughout to offer advice, ideas and solutions to develop your programme. We'll even contact suitable speakers on your behalf
- Providing you with a dedicated Project Manager from 'day 1' to ensure that your event runs smoothly and to guarantee success
- Using our expertise we can recommend conference facilities, negotiate you the best deals and manage the venue, all supplier bookings and confirmations

The finances...

- Designing and managing the event to meet your budget and advising on fee structure
- Processing all income, invoices and expenditure with careful management
- We have a great track record of sourcing and securing financial sponsorship and exhibitors, we'll look after them and manage all their arrangements

Getting your message across...

- Targeting our extensive contact list we'll send relevant promotional and advertising material to reach your audience
- Managing media interest
- Working with you to design and produce all advertising, conference print materials and providing expert administrative services

For your delegates...

- Bespoke conference website providing relevant information with online registration
- Dedicated conference secretary available to answer any enquiries prior to the event
- Delegate packs and name badges

On the day...

- Co-ordinating the venue, catering, audiovisual arrangements, entertainment, speakers and delegates. We can even make sure that everyone gets there on time by arranging local transport
- Welcoming your delegates and managing the registration process
- Liaising with venue and managing all onsite logistics

After the event...

- Providing you with a final conference report, including reconciled finances and final delegate numbers
- Thanking sponsors, exhibitors and speakers on your behalf
- We look forward to working with you again

