



## VENUE OPTIONS ANNUAL APDO CONFERENCE

This is the annual conference for APDO, the Association for Professional De-clutterers and Organizers. The APDO members are high energy, and modern in their approach so it would be great to reflect that in the venue. However, if it is too high end then it could be construed that we are wasting money and if it is perceived as being too 'cheap' then standards are slipping. Difficult crowd to please!!

### BRIEF

<b>DATE</b>	Thursday 15 <sup>th</sup> & Fri 16 <sup>th</sup> March 2018 – two-day conference Could be flexible within that week but avoid Mondays
<b>LOCATION</b>	Central London – close to Tube/Train
<b>TIMES</b>	9AM – 5PM TBC
<b>NUMBERS</b>	100 delegates for both days → might go up to 150 for 2019 so room to expand to 150 delegates is a plus.
<b>ROOMS</b>	1 x main room to hold all delegates sitting at a table: Classroom or cabaret style. Must have natural daylight.  Large enough stage to hold a Q&A panel (6 to 8 sitting) or the APDO board (up to 8 sitting or standing).  2 x breakout rooms; Ideally one that can hold nearer 50, smaller second  Possible exhibition space. Can be shared with F&B area.
<b>AV</b>	Full presentation equipment, roving mike, video screens for PowerPoint and if a long room, sufficient relay screens for delegates farther back if necessary.
<b>F&amp;B</b>	Day Delegate Packages; welcome tea/coffee, 11am break, buffet lunch, 3pm break etc.
<b>BUDGET</b>	Ideal DDR is £45 a head – could be flexible. Please indicate best possible offer.
<b>ACCOMODATION</b>	With delegates coming from across the UK they are interested in a group rate for hotel rooms either on site or nearby. Approx 40 delegates will stay.
<b>TIMELINE</b>	My proposal will go to the client on Friday 5 <sup>th</sup> May Client will discuss at a board meeting on Thursday 11 <sup>th</sup> May
<b>NOTES</b>	Please quote all rates <b>Exclusive of VAT</b>

VENUE OPTIONS					
VENUE	IMPERIAL VENUES KENSINGTON	WOBURN HOUSE	CCT VENUES BARBICAN	THE WESLEY HOTEL	KINGS VENUES THE STRAND
AVAILABILITY	29 <sup>TH</sup> & 30 <sup>TH</sup> March 1 <sup>st</sup> Option	27 <sup>th</sup> & 28 <sup>th</sup> March 1 <sup>st</sup> option	15 <sup>th</sup> & 16 <sup>th</sup> March 1 <sup>st</sup> option	15 <sup>th</sup> & 16 <sup>th</sup> March 1 <sup>st</sup> Option	15 <sup>th</sup> & 16 <sup>th</sup> March 1 <sup>st</sup> option
DDR	<b>£46 + VAT</b> Minimum 90 delegates	<b>£48 + VAT</b> Minimum 90 delegates	<b>£55 + VAT</b> Minimum 90 delegates	<b>£45 + VAT</b> Minimum 90 delegates	<b>£45 + VAT</b> Minimum 90 delegates
ROOM	<b>G34 Lecture Theatre</b> Max 174 Theatre with individual tables	<b>Main Hall</b> with Woburn Foyer for registration & exhibitors Max 112 Cabaret	<b>Discovery &amp; Voyageur &amp; Apollo</b> max 100 Cabaret Option for exhibition space is extra cost	<b>Hilda Porter Room</b> Max 100 Cabaret	<b>Great Hall</b> Max 128 Cabaret Exhibition space at the back
Food & BEVERAGE	Arrival T/C/pastries Mid-morning T/C/biscuits Hot or cold buffet Mid-afternoon T/C/biscuits	Arrival T/C/pastries Mid-morning T/C/biscuits sandwich lunch Mid-afternoon T/C/biscuits	Arrival T/C/pastries Mid-morning T/C/biscuits sandwich lunch Mid-afternoon T/C/biscuits	Arrival T/C/pastries Mid-morning T/C/biscuits Healthy finger buffet Mid-afternoon T/C/biscuits	Arrival T/C/pastries Mid-morning T/C/biscuits Sandwich Lunch Mid-afternoon T/C/biscuits
SYNDICATE ROOMS & COST	1 x 60 capacity 1 x 40 capacity Included in DDR	1 x 60 capacity is <b>£600 + VAT</b> per day (usually £700) and 1 x 30 capacity is <b>£300 + VAT</b> (usually £400).	Xena room, max 54 Cabaret. Room hire is <b>£1,475 + VAT</b> per day, Electra room, max 30 Cabaret. Room hire is <b>£795 + VAT</b> per day.	Exhibition/catering room <b>£875 + VAT</b> per day Syndicated <b>£800 + VAT</b> per day per room – 50 capacity	Council Room (60 theatre) – <b>£550 + VAT</b> per day River Room (50 theatre) – <b>£600 + VAT</b> per day
AV & COST	Included: PA system, wired microphones Projector & screen	Included: PA system, wired microphones Projector & screen	PA System £210 + VAT Microphones at £75 + VAT per item Lectern at £80 + VAT	Included: Projector & screen PA system & 2 Microphones £225 + VTA	Included: PA system Projector & screen Roving mics £40 each
TOTAL COST DDR / SYNDICATES / AV	<b>£9,200 + VAT</b>	<b>£11,400 + VAT</b>	<b>£15,980 + VAT</b>	<b>£12,800 + VAT</b>	<b>£11,380 + VAT</b>
ACCOMODATION	N/A – must be sourced separately	N/A – must be sourced separately	N/A – must be sourced separately	On site – standard double room with B'fast £130 + VAT	N/A – must be sourced separately
WEBSITE	<a href="http://imperialvenues.co.uk">imperialvenues.co.uk</a>	<a href="http://woburnhouse.co.uk">woburnhouse.co.uk</a>	<a href="http://cctvenues.co.uk">cctvenues.co.uk</a>	<a href="http://thewesley.co.uk">thewesley.co.uk</a>	<a href="http://kingsvenues.com">kingsvenues.com</a>