

## How can Visit Manchester help organise your event?

Visit Manchester's conference specialists know Manchester inside out and can help businesses shoulder the strain in providing the flawless organisation that will go way beyond delegates' expectations.

Visit Manchester's great relationship with over 360 hotels, conference centres, restaurants and bars, service providers and attractions to name but a few, enables them to help every step of the way – and the support is available free of charge.

### Lightning fast venues

One phone call to Visit Manchester and within 24 hours a search of over 250 conference venues will have revealed a selection of availability and prices tailored to meet individual requirements. Ideal venues will be presented as a comprehensive, easy-to-read report sent by e-mail.

### Beds for the masses

Visit Manchester can source accommodation at a range of hotels, negotiate highly competitive rates and manage all of the delegates' bookings through an online or paper-based system, branded to a business's event, leaving conference leaders free to get on with looking after their delegates.

### Delegate Registration Service

In 2008 Visit Manchester will introduce a new service for clients – event registration. This service will allow delegates to register and book their place at a conference in Manchester and book a hotel, all in one easy step.



## Get inspiration

Been given an impossible brief and lacking inspiration? Visit Manchester can suggest a fitting social programme, find show-stopping entertainers, comfortable coaches, food, flowers, audio-visual suppliers or anything else that could possibly be thought of.

## Try for yourself

Seeing a picture is never as good as experiencing a place firsthand. Visit Manchester's conference team can co-ordinate and host a site visit\*, helping businesses make the right choice.

## Conference Collateral

We are perfectly placed to help you find those extra resources that will make your event a winner. Maps of Manchester or images for use in your promotional material are just for starters, give us a call and let our support work for you.

## Treats galore

Visit Manchester has a great range of merchandise on offer that makes perfect gifts for delegates. How about some of our delicious Manchester Tarts or a piece of hand crafted Mancunian art to fill a goody bag?

## Available 24/7

Visit Manchester offers a direct line to its team during conferences – so if there are any last minute changes or emergencies, then dedicated staff are on hand to make sure the assistance is instantly available.

Tel. 0871 663 0081 | [www.manchesterconferences.com](http://www.manchesterconferences.com)

\* subject to eligibility



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