

NHS Confederation Event Services

Creating an impact for
your next event

NHS Confederation

The NHS Confederation is the membership organisation that brings together, supports and speaks for the whole healthcare system in England, Wales and Northern Ireland. The members we represent employ 1.5 million staff, care for more than 1 million patients a day and control £150 billion of public expenditure. We promote collaboration and partnership working as the key to improving population health, delivering high-quality care and reducing health inequalities.



NHS Confederation event services team

With over 15 years experience, The NHS Confederation's events team has developed an excellent reputation for delivering high-quality events to communicate the broad work programme we support across the NHS and other health providers.

We can plan, organise, market, manage and deliver your webinar, conference and exhibition from start to finish. Over the course of the year, the event services team will work on and deliver over 120 events for over 25,000 delegates a year, including the annual NHS ConfedExpo, The Innovate Awards and national in-person and online events for each of the NHS Confederation's networks and partners.



Event and marketing services

Our events services team is **your one-stop shop for planning, management and delivery**, to make sure your event delivers and exceeds your delegates' expectations.

We will add value to your event through our expertise in working within the health and social care sector. Our end-to-end support includes full project management of setting up your event, delegate and budget management and full on-site logistical delivery. With our expert knowledge and broad experience, the team can advise on and manage AV suppliers, catering, managing risk, managing virtual elements and venue liaison.

It's the quality of our events that makes us stand out. Our expert team has a wealth of experience to help you engage with your audience. With their expert knowledge and broad experience, the team can manage your event from beginning to end to meet your expectations.



Event services

The events team offer different levels of service depending on your requirements in the following areas:

Event consultancy

Full project management

Delegate management

Venue management

**Supplier managements including AV, exhibition
build and venues**

Virtual platform management

Budget management

Programme and speaker management

On site event management

Post event logistics

Event services

Event consultancy

- What does a good event look like
- How to attract a healthcare audience

Full project management

- A dedicated and experienced event manager will be assigned to the project to manage the event
- A project plan will be provided with key tasks, deadlines and milestones.
- Full team co-ordination (programme, marketing, comms, partnerships and events)
- Monitoring and reporting on the project, in line with the agreed project plan to ensure all aims and objectives are met.
- Liaison and consultation with the team on all event decisions

Delegate management

- Setting up registration
- Process bookings including managing delegate enquiries and delegate reports
- On-site delegate management including name badges, lanyards if required and registration desk management

Venue management

- Full venue search, site visit management and contract negotiation
- Maintain good communication links to ensure the venue/s are fully aware of the running order for the event and understand the level of quality expected
- Liaison with the venue for decisions on catering, layout of rooms etc.
- Ensure health and safety and risk assessments are in place for the event

Supplier management including AV, exhibition build and venue

- Supplier tender process management and contract negotiations
- Full detailed co-ordination
- AV and technical support, including the appointment and support of a specialist AV company and technicians if needed.

Virtual platform management

- Working with you to select the appropriate platform
- Full set up of the event platform including (session information, speaker bios, branding etc.)
- Management of the online agenda for multi-session virtual events
- Optional - Working with the commercial team to create commercial exhibition areas and sponsorship
- Optional – Work with a designer to create assets for the platform (P.O.A)

Budget management

- Full budget produced and managed throughout the event process
- PO and invoice management
- You will be consulted on any additional spend outside of the budget
- The project will be delivered on time and within budget

Programme and speaker management

- Full online platform to manage your programme development and scheduling
- Ensure all speaker details are correct and requirements are received including collating any speaker bios and photos that may be required
- Brief speakers on technical requirements
- Co-ordinate any accommodation and travel requirements (depending on pre-agreed budget restrictions)

On site event management

- Full on-site management throughout the event
- Staff rota outlining roles and responsibilities
- Management of venue and suppliers' onsite
- Management of any on-site issues troubleshooting and contingency planning

Post event logistics

- Recommendation and any follow-up, including suggested next steps
- Post-event email to delegates
- Debriefing suppliers and the project team
- Close budget

Additional Services include:

Commercial Services

- Commercial Services Knowledge and expertise – we have wide-reaching contacts with the private sector and organisations looking to do business with the NHS
- Sponsorship – work with our team to develop the sponsorship packages that best meet the requirements of your supporters and match the design of the event
- Exhibition – our team can sell and deliver exhibitions ranging from small one-day conferences to large three-day events catering for up to 150 exhibitors

Marketing

- Bespoke website creation and management (P.O.A)
- Full bespoke comms and marketing plan
- Create and deliver a marketing plan including direct marketing via email to our database of over 24,000 contacts
- Designed social media assets to use on Twitter and LinkedIn

Horizon Leeds

- Discounted rates at Horizon Leeds, our unique, independent award-winning conference and meeting space that offers in-person, hybrid, and virtual events.
- Our flexible spaces offer you a wealth of possibilities. From board meetings to workshops, training days to product launches. Hosting international events from our Broadcast Studio suite and conference live streaming, just tell us what you need.

Please contact the team at events@nhsconfederation.org

You can download our request for proposal [here](#).