

## College Conference Facilities



### Criteria

#### Essential

**Rooms** – we run events of varying sizes and styles. Please tell us the rooms you have and the capacities they hold.

**Space** – we will always need space for registration, catering, networking and occasionally exhibition. If you have floor plans, please include them.

**Audio Visual (AV)** – please detail the facilities available including technical support and the costs.

**Catering** – we will need the venue to provide a high standard of catering, ranging from tea & coffee breaks to lunches and dinners. Please provide menus and costs.

**Service** – we expect the venue to have an on-site contact person during the event to liaise with our staff. Please detail the staffing structure for your facilities.

**Location** – we are looking for venues all over the country but they must be easily accessible by road and public transport. Please send information and a map showing the location and accessibility of your facilities.

**Accessibility** – it's important for our events to be accessible to all. Please let us know the provisions in place for those with mobility, audio or visual impairments or other special requirements, e.g. building/room access, hearing loops.

**Competitive prices** – we are always looking to offer the best possible prices to our members for our events and aim to keep our costs as low as possible. Please ensure your proposal includes all costs, in particular room hire, day delegate rates (if applicable), AV and catering.

#### Desirable

**Accommodation** – many of our events offer accommodation to delegates and it is often required for staff and speakers. Please detail any accommodation available, dates available (e.g. out of term time only) and costs.

**Sports facilities** – please let us know if there are any facilities that would be available to delegates

**Parking** – please detail any parking facilities available

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## Application Process

Please send as much information, including contact details, to:

- [events@aoe.co.uk](mailto:events@aoe.co.uk) or
- Teresa Martinez, Events Administrator, AoC Management Services, 2-5 Stedham Place, London, WC1A 1HU.

If your facilities meet the criteria, we will arrange for a member of the Events Team to visit the College.

**Closing date for applications: Friday 26 February 2010**

Thank you for your time – we look forward to hearing from you.

**The AoC Management Services Events Team**