

Marketing Sheffield

# Conference Bureau Services

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# The official Conference Team for Sheffield

We know what a big deal organising an event can be. Luckily we're a dab hand at providing the support and expertise you'll need whether this is your first event or you're a seasoned expert.

Whether it's your full time job or just part of it, our support and advice is always available. We've been involved in organising events and conferences for many years now so we often have a trick up our sleeve and we're the first to find out about something new. What's more, we can save you time and get you the best deal.

We're here to find the right venues and experiences for you and your delegates. Using our local know how and connections we can help your delegates experience Sheffield's warmth and character and make your next event a truly distinctive one.

Marketing Sheffield is part of Sheffield City Council. Our support and services are free of charge to you. This is because we recognise the value that conferences and events bring to Sheffield's economy. We not only want to bring in more of these events, we want to make sure that every delegate coming to our city has the best experience possible.

## Did you know we can help with:

**Online accommodation bookings**

**Venue sourcing**

**Hosting visitors for site visits**

**Special arrangements for VIPs and groups**

**City information including maps**

**Discounted rail travel**

**Social programmes**

**Free and impartial advice and services**

## **Online Accommodation Booking**

Booking hotel accommodation for delegates can be a huge task- let us help you get the availability you need with our complete accommodation booking service. Our personal and professional service coupled with our close working relationships with the city's hotels, ensures every delegate's need is catered for. This includes:

- » Checking room availability across the city
- » Offering the best possible rates available
- » Provisionally block booking rooms at hotels (with no obligation) to ensure we can accommodate all of your delegates
- » Creating a bespoke (and branded) online delegate booking web portal for your conference website to enable delegates to book accommodation
- » Handling requirements for your staff, speakers or VIPs at your HQ Hotel (or any other hotel)
- » Advice and support for delegates on any special requirements including a member of the team delegates can call

## **Venue Sourcing**

There are not many venues in the city we don't know about. We offer a complete venue location service. Just call us to discuss your event requirements and we'll use our Gratis system- which is connected with all venues in the city- to check availability and provide you with a fully costed proposal. Or maybe you have your venue booked already but you need a gala dinner, a small intimate speaker's dinner or welcome reception? We can help with venue recommendations, negotiations and site visits for any part of your event.

## **Discounted Rail Travel**

With our partner East Midlands Trains, we can help you make the most of specially discounted rail fares when you book through us. This is a special arrangement for delegates travelling to a conference or event in Sheffield. These great fares include London to Sheffield £49.50 standard class return or £71 first class return and we will even organise a seat reservation!

## **Contact us**

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