

Title:

Easing Delegates Into The Event

Word Count:

494

Summary:

Attending a major conference in a big city like London was a daunting prospect for Geri Hunter

Because you won't know exactly what frame of mind your delegates are in as they await the begin

Keywords:

online booking, event management, booking manager, booking, registration

Article Body:

Attending a major conference in a big city like London was a daunting prospect for Geri Hunter

Because you won't know exactly what frame of mind your delegates are in as they await the begin

- Who are the people running the event?
- Why has it been organized?
- What should delegates expect to get from it?
- How will the event be run?
- Where in the venue will elements of the event be held?
- When will significant activities and breaks happen?

This welcome speech should be well rehearsed and word perfect, delivered in an up-beat tone to

Safety and comfort

As the event organizers you are responsible for ensuring that your audience understands the ev

Some venues set the room temperature at the beginning of the day to a low level in full knowle

Timekeeping and flexibility

As the event moves on, you may find that the original timings were somewhat optimistic and you

Above all be flexible in your event management and be prepared to do some emergency surgery to

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