

DATES: Thursday 5th March 2015

LOCATION: Central

NAME OF EVENT: HBAA Members Meeting 2015

Day 1 Thursday 5th March

Members Meeting (attended by venue and agency members and sponsors) 10:00 - 16:00 hours

- Registration area with clothed table, and power supply
- Reception tea/coffee area for 130 pax. with some seating. Space for strategic partners and sponsors pop up stands and HBAA committee desks
- Plenary meeting room: Theatre style 130 pax with small stage for set. Ceiling height must allow for screen to be visible to entire audience.
- Breakout room for 30-65 (numbers tbc. subject to finalised agenda) required for duration with LCD projector and screen
- Seated two course and coffee lunch

Equipment: Staging with screen

Lectern with microphone, 2-4 x lapel microphones, 1 x Roving microphone PA system, LCD projector (HBAA laptop), Technician

Members Meeting approximate timings:

From 10:00: Registration and Tea/coffee

10:30 Members Meeting commences in plenary room

11:45: (subject to agenda) Mid-morning refreshment break in area used for arrival tea/coffee with pop up stands

12:00: Recommence in plenary

12:45: Break for lunch - attended by venue and agency members and sponsors x 130 pax

13:45: Breakout sessions - one group to remain in plenary

15:30 All delegates return for wrap up

16:00 Meeting ends, venue members depart, agents invited to stay on for dinner and overnight.

19:00 – 19:45 hours: Hosted drinks reception with opportunity for hosts to network with agents, present company/venue updates etc as appropriate

Numbers: 25-30 pax

Agent Dinner with host venue in attendance from 20:00 -22:00 hours

Numbers: 25-30 pax

3 or 4 round tables or 1 x oval if numbers suit

Cash/room extras bar facility for post dinner drinks

Overnight accommodation for agents and HBAA admin 25-30 rooms approx.

Important information:

1. Access required to registration area, plenary room and breakout from 07:00 hours on the event day.
2. Approx. 5 rooms the night prior for the advance party will be required
3. This event should be seen by the host venue as an opportunity to showcase their venue to the HBAA membership and all facilities for agents as shown in this brief, plus HBAA staff (4 persons) are to be provided on a complimentary basis.
4. Budget: Max £22 +VAT charged per venue member. Venue attendees usually number between 80 and 100.
5. Stated equipment to be on a complimentary basis where possible.

Expressions of interest to host please contact Juliet Price - Juliet.price@hbaa.org.uk