



**NTRL EVENTS**  
National Training Resources



# NTRL CONFERENCE SOLUTIONS

## Events by design

NTRL Events have been working with organisations for over 12 years designing, managing and delivering conferences for stakeholders

### Setting the AGENDA....

**NTRL has extensive expertise and experience of working in partnership with organisations to develop an interesting and thought provoking agenda for their conferences.**

**We help un-pick policy and issues as we work with you to design and create an event that is specific to your requirements, attracts and appeals to delegates and in many cases, provides a much sought after and highly valuable additional income or revenue stream for your organisation.**

**NTRL removes all the burden associated with conference organisation. Whatever your conference message we will be pleased to arrange every aspect of your event ensuring you host a conference that truly inspires.**

**Our services are typically used to achieve:-**

- ***An opportunity for Political/Government voice***
- ***Dissemination of information on important issues***
- ***Launch, develop and test new initiatives***
- ***Update clients, members and staff on new developments***
- ***Cascade the organisation mission and agree objectives***
- ***Launch of new products and services***
- ***Organisation promotion***
- ***Strengthen market position and awareness***
- ***Engage employers, clients or new members***
- ***Develop networking and partnership opportunities***
- ***Use group work to gather high quality feedback***

With 12 years of experience in organising conferences both internally and for third party organisations, NTRL provide organisations with a broad cross-section of event management services.

We organise and manage events which can include sector policies and issues for:

- *Membership Organisations and Associations*
- *Employers*
- *Public Bodies and Institutions*
- *Franchises*

As well as staging major conferences, NTRL offers a full event management service to organisations who have limited resources to organise seminars, awareness days or workshops. We aim to design all events to include the right blend of information leading into the "how to" of solving problems. Using information to direct activity to develop the organisation and improve the quality of provision, our aim is for delegates to leave the event with positive messages that can make a difference.

*Our experience, skills and contacts enable us to offer organisations a choice of services. The scope of our activities range from initial concept through to delivering on the day of your event. We have the expertise in marketing and promoting events and can help you to increase attendance, attract sponsors, sell exhibition space and source key speakers.*

*With our support you can attract paying delegates and turn your conference idea from a burden to a high quality, no risk, hassle free, income generation event.*

**Our logistical capabilities and expertise cover all event management processes including:**

- Marketing and promotion
- Venue search, inspection and liaison
- Venue audit and DDA compliance
- On-line event registration facilities
- Electronic registration confirmation
- Booking and fee collection handling
- In-house delegate pack and badge production
- Electronic delegate registration at venue
- Event logistics
- Project management
- On-site management and staff support
- Management of break-out sessions
- Provision of interpreters
- Gala Dinners with entertainment if required
- Post-event evaluation

**Our service also includes a comprehensive range of event production solutions:**

- Set design and build
- Design and installation of AV packages
- Multimedia services
- Graphics
- On-site technical support
- On-site management and support



**Please contact Joanne Allman, Project Marketing Manager, to arrange a consultation meeting or alternatively e-mail: [joanne.allman@national-training.co.uk](mailto:joanne.allman@national-training.co.uk) with your requirements.**

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