

Pretty Clever Events

EVENT MANAGEMENT SPECIALISTS

Conference Support Services

Pretty Clever Events is an award-winning Conference Organiser and creative Event Management company

Our seven years in the business means we have the experience to be able to offer a one-stop, professional conference booking and coordination service, from venue search to delegate liaison, logistics to leisure programmes

Why not find out a bit more about what we can do to help >>>



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Who are we?

Pretty Clever Events is an award-winning conference organiser and event management company with a committed, diverse and skilled team offering a range of different abilities and expertise. The company is now seven years old and we are able to offer a dedicated PCO service for the MICE industry, having developed our conference support services throughout the years.



Our conference support service extends from the earliest stages of venue search and negotiation (which is a free service), through our accommodation bureau (also a free service), into presentation, supply, liaison and negotiation with suppliers for every aspect of the event. We can host and design online registration for delegates and provide state of the art IT options, from live video conferencing to installing bespoke servers and internet cafes on site. All staffing solutions are offered, from registration and hosting through to interpreters and speakers. Shell schemes and event build such as exhibition space is offered, as is the benefit of our trusted suppliers of AV, security and catering.

Our ice-breaker games and team building options are fun and unique – we understand the need to keep the conference alive!

We are diligent, discreet and professional, and believe that the key to offering the best service is by working closely with our clients, offering a personal service and building a sound relationship. We enjoy a great deal of repeat business and referrals from happy clients and we're all about being real people with real solutions.

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Conference venues

We offer a free conference venue finding service throughout the UK and globally. We've developed a vast database of venues after years of conference event management, and can save you hours, even days, of searching

There are no commitments and no contracts, so you can use our service as and when you choose. This also ensures impartial service; we are not tied to any chains, brands or destinations

We believe in relationships and one-to-one communication. You will be allocated one of our friendly and professional team members as your account manager and maintain that point of contact throughout

After gaining full understanding of your event requirements, you will be presented with a range of suitable venues within your brief, and we can also assist with negotiation on rates. We'll always meet (and sometimes beat!) your budget

We offer a one-stop shop for all conference requirements – our venue search service also offers a full accommodation bureau service for your delegates – and full itineraries. Naturally, we can arrange site visits, accompanied or otherwise as you prefer



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Conference management

Our service is bespoke and personal. You will have one dedicated account manager as your point of communication; we're really hot on personal relationships and working closely with our clients



Following initial consultation and meetings to gain understanding of your event, we put together a full meeting or conference proposal including presentation of venues, ideas for activities, inspirational speakers, transportation and of course full leisure itinerary.

Whatever you need, we can help

We arrange site visits on your behalf, which can be accompanied or not, whichever is your preference, and negotiate with both venues and suppliers alike

Syndicate rooms and breakout activities can all be readily arranged, along with icebreakers to get your delegates in the mood – or to ensure they stay focussed! And in free time we can arrange a social programme to suit all delegates, from restaurant bookings to live shows, gala dinners and cultural experiences

Full post-event evaluation available too. We pride ourselves on our personal, professional service.

Why not find out for yourself? Initial consultation and proposal is completely free of charge or obligation

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The 'fun' stuff

There's much more to the conference than just sitting and listening. We can arrange networking events in breakout rooms, icebreakers and games to keep everyone focused. Get the most from your delegates by keeping them on their toes!

Ice breakers and games work particularly well for conferences where delegates are from multiple organisations, as do networking events – often going hand in hand with exhibition space and the need to create a 'water cooler' area for delegates to mingle.



Team building can be an integral part of a conference for a company looking to promote closer working relationships. We have a range of unique team building options and have years of experience offering motivational exercises, exciting challenges and inspirational activities!

We aim to facilitate our own team building events where possible, but can happily outsource to specialist suppliers where necessary and can often secure preferential rates for your event.

Evening entertainment is also important! A time to wind down from the focus of the conference and relax, network, eat and drink. Perhaps even dance! From canapé receptions to gala dinners, live circus acts to full orchestras, we pride ourselves on our ability to create memorable and enjoyable evening events



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Delegate management and coordination

From co-ordination of delegates' conference place bookings to accommodation and transportation, your delegates are safe in our hands

Our skilled and personable team can guide your delegates through each step of their conference procedure. Our delegate management service covers

online registration and collation of data, support and liaison for all delegates, booking confirmation and reporting, and we also house an accommodation bureau service offering room allocations close to your conference



We can prepare and co-ordinate delegates attending workshops or breakouts during the course of your conference, produce name badges, lanyards, event literature and programmes, and definitive information, in order that delegates are directed correctly on-site

As a dedicated PCO we are experienced at handling all aspects of delegate management and we support multi-lingual events too, offering interpreters and all transportation logistics

Our leisure activities are just as skilfully prepared and executed, whether it's a gala dinner or simple ice breakers. We take great care to understand your conference and your delegates and this is reflected in our professional delegate management service

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Conference AV and production

We offer the latest high quality audio visual equipment and technology for your conference or event – we're a one-stop shop for all stage sets, projection, lighting and sound

For more specific requirements, we can also offer voting systems, interpreters' headsets and booths (and interpreters!) and exciting screen graphics including live feed and PIP technology, created to your precise specifications

We can offer large scale production for awards or outdoor sporting events, for example, but equally have a skilled understanding of the needs for smaller more intimate events or breakout spaces

As well as AV we also offer all forms of event structure, whether it's staging, exhibition stand building or simply dry hire of event furniture



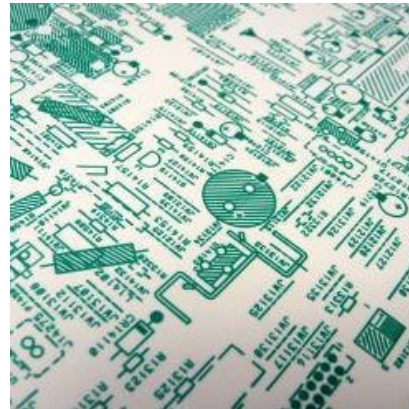
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Conference IT and website hosting

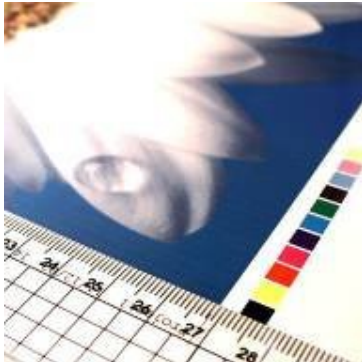
Let us take the hassle out of pre-registration and event information. Full conference and event website hosting offered, including design, assistance with content and delegate registration, plus abstract submission and selection of papers, and multi-lingual platforms if required

Bulk communications and automatic delegate notification all executed using a flexible template-based system



We also have the capability to offer conference technology throughout your event, including video conferencing, webinars and the installation of your own dedicated servers and internet cafes on site. Data harvesting and export and post-event review all handled with discretion and professionalism, and progress tracking too. We can do as little or as much as you like but have full IT support capacity for every level of your conference

Design and print



Pretty Clever Events counts as one of its directors a journalist with 15 years experience as a magazine editor. This ensures all literature, print and publication materials are watched over by an expert!

From proofing through to print management, we can offer an experienced publication manager to ensure smooth transition in the correct format, expert liaison with print and design suppliers and quality control. We are also prepared if required to offer input, advice or consultancy on content.

Collation of returned data including conference information, speakers' biogs, images for programmes, we can also assist with related publication material such as destination information, travel, maps etc. Design and hosting of conference websites is also offered, as is badge, banner, flyer and ticket design

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Transport and logistics

It might be that you need our help arranging delegate transportation by air, rail or road, and we have experience in ensuring smooth delivery of all personnel but we also offer full freight or haulage options – whether you require the transport of exhibition furniture delivered across the globe, or the safe delivery of a Lamborghini as your event's 'Wow!' centrepiece!

Our logistics expertise also extends to sharing our know-how with you. Working through the structure of your event to determine its viability in terms of timing, footfall, and venue suitability and location choice



We help you meet your conference needs, can arrange storage solutions and can even offer carbon footprint assessment on your conference transportation and logistics options



Post event evaluation

As a conference planner, you put a lot of time and energy into a conference, and you need to know that it works. Gathering data and responses from delegates will enable development and growth within the conference infrastructure

We can offer a full post event evaluation service ranging from a simple feedback form for delegates to complete and return, to serious digital analysis of your event, including attendance details and no-shows, whether delegates downloaded or requested particular information, timings of attendance and much more. How detailed our report is will depend on the level of delegate management system used.

We can then assist with feedback evaluation if required, ensuring your attendees' feedback helps to shape and develop your events in the future



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Contact us

We have offices throughout the UK but enquiries are handled by the team at our two head offices in London and Brighton.

Initial consultation and proposal is completely free of charge

Brighton Office

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London Office

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