

## **AFFILIATED GROUP CONFERENCE SUPPORT PACKAGE 2022**

### **VENUE HIRE**

- One free hire of the Lecture theatre and Lower Library per year, based on availability.
- Two free hires of smaller meeting rooms (Arthur Holmes, William Buckland, Council Room) per year, based on availability.
- Please note any further hire of the spaces across the same year will incur a nominal charge, according to requirements. Please contact [venuehire@geolsoc.org.uk](mailto:venuehire@geolsoc.org.uk).

### **AV SERVICE**

Lecture theatre only: £300 plus VAT

### **OUT OF HOURS STAFF**

Between 5pm and 10pm: £20 per hour plus VAT

### **CATERING**

Separate quote with in-house rates. Point of contact [john@city-dining.co.uk](mailto:john@city-dining.co.uk)

### **EVENT ASSISTANCE**

This includes:

- pre-event communications
- catering liaison
- creation of Zoom Webinar (if needed)
- event support during the day

This does not include:

- the management of delegates' registration or payments
- the management of Q&A both online and on-site
- the printing of badges or any material
- the management of sponsors, speakers, or rehearsal sessions