

# MEETINGS & EVENTS

CWT OFFERS BEST-IN-CLASS SERVICES TO CREATE AND ORGANISE MEETINGS AND EVENTS WHILE HELPING COMPANIES CONTROL AND OPTIMISE RELATED EXPENDITURES.

Today, over 70 clients in the UK have partnered with CWT Meetings & Events (M&E) to optimise their local and international events. Last year, the UK M&E team supported over 2,300 events, valued from £100 to £1million, for over 45,000 attendees.

CWT Meetings & Events, UK is a dynamic team of 40 specialists, who can provide advice and professional services for any of the following activities: conferences/conventions, incentives, group air, event production, congress/exhibitions, sporting events, destination management services, gala dinners, team building and excursions.

CWT's global footprint means that there are nearly 650 M&E professionals in more than 50 countries



**Contact us:**  
**T: +44 (0)845 1300 640**  
**E: [events@carlsonwagonlit.co.uk](mailto:events@carlsonwagonlit.co.uk)**

who offer additional support to the UK team with their local knowledge, benefiting clients with reliable expert advice wherever they wish to host their important meetings and events. CWT's worldwide network of supplier relationships enables the UK team to offer its clients the best available rates.

Besides delivering awe-inspiring events with flawless execution, CWT's industry leadership in business travel also means clients can integrate their M&E with their travel programmes. Clients who have already done this have achieved tighter control over this relatively unmanaged area of spend and have experienced savings of up to 15 per cent.



## Meetings & Events

[www.cwtmeetingsandevents.co.uk](http://www.cwtmeetingsandevents.co.uk)



## DESIGN AND PRODUCTION

- Design event concept
- Manage speaker bureau
- Coach speakers
- Produce videos
- Design and build stage
- Provide lighting/sound system
- Provide audio/visual systems
- Organise entertainment and animations
- Marketing analysis
- Branding and signage
- Delegate packs
- Badges

## LOGISTICS

- Meetings & Events portal
- On-line/off-line delegate registration management
- Travel and transfer management
- End to end incentive travel organisation
- Venue sourcing
- Accommodation
- Organise welcome
- Rooming management
- Food and beverage management
- Attendee management
- On-site management
- Safety and security

## SAVINGS & COST MANAGEMENT

- Consolidate data on spend
- Lead supplier negotiations
- Lead global deals with key suppliers
- Leverage our purchasing power for our clients
- Minimise cancellation fees
- Streamline your processes
- Negotiate travel group fares
- Lead Meetings and Events negotiations with hotels

## CONSULTING SERVICES

- Event strategy
- Global Event plan (format, time schedule, locations, target, budget)
- Audit throughout your company on:
  - Organisation processes
  - Technology
  - People
  - Spend/procurement
  - Efficient satisfaction surveys implementation
  - ROI optimisation
  - Savings calculations
- Account Management
  - Main interface with the customer
  - Implementation
  - Communication
  - Reporting and MI
  - Business plan and recommendations
  - SLA and KPIs review and management
  - Regular business review