

MANCHESTER
1824

The University of Manchester
Conferences and Venues



ConferCare

Professional Support for your Conference or Event



ConferCare ensure conferences and events are successful, well organised and efficiently run whatever their size or budget. ConferCare are a highly experienced, committed and skilled team who offer a range of support services for anyone organising an event at The University of Manchester, whether they are an external organisation or a member of University staff.

ConferCare’s familiarity with the University provides a huge advantage over external agencies offering similar services. As part of the Conferences and Venues team, we understand supporting services better than anyone ensuring your event always runs smoothly. We work closely with our clients, providing a personal service and building sound relationships. We enjoy a great deal of repeat business and referrals from happy clients.

“I have used the registration services for several PSS Conferences and would highly recommend them. They deal with all the logistics of the bookings, answering queries, emailing updates and registering delegates on the day.

They are always friendly, helpful and excellent at dealing with the unexpected!”

Helen Barton,
Director of Planning,
The University of Manchester

“The ConferCare team were a great support to me in organising a fantastic conference which was tailored to our needs and was very well-received by the delegates who attended.

Despite unanticipated changes to the conference format, ConferCare worked with us to deliver to the highest quality, their flexibility and “can do” attitude made them great to work with and reduced our stress before and during the event.”

Kath Morris
IGDTP - Geodisposal 2014 Conference

Examples of ConferCare Packages

Examples of ConferCare packages and associated pricing is shown below although we can tailor packages and services to meet your specific requirements. We always provide clear upfront rates for our services.

	Gold £45 per delegate*	Silver £40 per delegate*	Bronze £30 per delegate*
Full budget management	✓		
Website development	✓		
Secure online registration form to include all bookable items	✓	✓	
Secure online registration form for registration only			✓
Processing registrations and payments	✓	✓	✓
Issuing of registration confirmations	✓	✓	✓
Issuing joining instructions	✓	✓	✓
Issuing of receipts and invoices	✓	✓	✓
Maintaining financial records	✓	✓	✓
Answer all queries relating to the conference	✓	✓	✓
Production of progress reports	✓	✓	✓
Provide delegate information for venues	✓	✓	✓
Monitor outstanding fees and chase for payment	✓	✓	✓
Printing badges	✓		✓
Collating information and packing conference bags	✓		
Staffed registration desk for the duration of the event	✓		
Staffed registration desk on the first morning only		✓	✓
Coordinate accommodation bookings	✓	✓	
Coordinate venues for social events	✓	✓	
Arranging transport to any off-site events	✓		
Liaising with suppliers	✓		

Abstract Submission Service @ £3000* in conjunction with our Gold Package

- creation of an online facility for the upload of abstracts
- Word documents can be submitted for oral or poster presentation
- production of reports on submissions with links to individual abstracts
- set up reviewers with access to abstracts for review and upload of scores
- liaison with submitters to confirm or reject their submissions
- request for full papers can also be incorporated

The University of Manchester non-fee paying events @ £15 per delegate*

- A special package is available for events which require support but where no registration fee is applicable, for example faculty staff away days or conferences
- online registration form
 - processing registrations
 - issuing of registration confirmations
 - issuing joining instructions
 - production of progress reports
 - providing delegate information for venues
 - printing badges
 - collating information and packing conference bags
 - a staffed registration desk for the duration of the event

*All rates are subject to VAT where applicable.
Delegate rates for the duration of the event.

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www.manchester.ac.uk/conference