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Planning a successful meeting should be satisfying to the Conference Organizers, and rewarding for the organization with which you work. We would like to help you plan a successful conference, and have created a workbook based on our years of experience.

You will find that using this workbook with the enclosed checklists and worksheets will give you the basics required to plan a successful meeting.

We wish you all success.


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KEY CONTACTS AT THE HOTEL

General Manager	
Director Sales & marketing	
Sales Manager	
Director of Catering	
Front Office Manager	
Conference Coordinator	
Director Engineering	
Lobby manager	

MEETING SCHEDULE

DATE	TIME	FUNCTION / SPEAKER	LOCATION
e.g. 10.10.2000	0900 – 1030	Opening Session / Chairman	Grand Ballroom
	1030 – 1100	Tea Break	Foyer
	1100 - 1200	Environment - Simon	Grand Ballroom

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(01) MEETING TIMETABLE PLANNER

9 – 12 MONTHS AHEAD	TARGET DATE	COMPLETION DATE
Select Dates		
Select the Conference Room / Center		
Contact Conference Coordinating Unit		
Reserve Function Rooms		
Reserve Guest Rooms		
Prepare Preliminary Budget		
Agree on Terms and Conditions		
Determine Theme of Meeting		
Plan Business and Social Agenda		
Select Speakers for Meeting		
Send First Mailing		

(02) TIMETABLE PLANNER

6 – 9 MONTHS AHEAD	TARGET DATE	COMPLETION DATE
Site Inspection		
Develop Program		
Review Program with Hotel		
Review Spouse Program with Hotel		
Book Events with Hotel – Pre/post conference tour		
Review Program with Principals		
Contract with Ground Transport Agent		
Inform participants of special Travel arrangements		
Refine Budget		


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(03) TIMETABLE PLANNER

3 – 6 MONTHS AHEAD	TARGET DATE	COMPLETION DATE
Review Audio/Visual needs with Hotel		
Revise specifications with Hotel		
Correspond with participants, send RSVP cards (if Appropriate)		
Prepare draft Agenda		
Select menus for special theme functions		
Print name badge / card		
Identify staff requirements for conference		
Confirm special events		

(04) TIMETABLE PLANNER

4 – 6 WEEKS AHEAD	TARGET DATE	COMPLETION DATE
Finalize Agenda		
Select final food & beverage requirements		
Identify special requirements of speakers		
Forward rooming list to hotel		
Indicate payment terms / billing instructions		
Review hotel conference contract and advise any changes		
Review program with all speakers		
Print final program		
Prepare list of V.I.P.'s (copy to hotel)		
Reserve secretarial room		

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(05) TIMETABLE PLANNER

2 WEEKS AHEAD	TARGET DATE	COMPLETION DATE
Prepare registration packs		
Prepare list of participants for registration		
Handouts / material to be sent to the hotel		
Review Audio / Visual with producers and individual presenters		
Review and confirm program with Hotel		
Prepare roster / schedule of staff handling conference		
Identify location of events desk / tours		

(06) TIMETABLE PLANNER FINAL DETAILS

DAY BEFORE MEETING	
All guests pre-registered	
Ensure conference material is ready	
Review conference room set-up	
Review menus with Banquets	
Reconfirm break-up sessions	
Reconfirm staff schedule	
Pre-conference meeting	
Check all Audio Visual equipment	
Check equipment at the secretariat	



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DAY OF MEETING (for each room)

Check accuracy of hotel signs	
Location of Lighting controls	
Check room set-up	
Water, notepads, pencils, meeting mints	
Lectern, Microphone, A/V equipment	
Non-smoking cards placed	
Handout materials at tables / seats	
Signs outside doors	
Name place cards at head table	

LAST DAY OF MEETING

Transportation confirmed for airport drop off	
Evaluations collected	

AFTER MEETING

Finalize all bills	
Secretariat room cleared of all material	
Gratuities where necessary	
Thank you notes	

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LAYOUT / FLOORPLAN OF CONFERENCE AREA

	Dimensions				Meetings			Capacity	
	Feet	Meters	sq.ft	sq.mtr	Theatre	U-Shape	Classroom	Buffet	Cocktail
Lobby Level									
Ballroom	52.3x98.8x23.71	17.2x32.5x7.8	5166	559	420	550	300	550	700
Section A	52.3x26.3x23.71	17.2x8.65x7.8	1375	149	110	130	80	150	200
Section B	52.3x24.32x23.71	17.2x8x7.8	1272	138	100	120	70	150	200
Section C	52.3x24.32x23.71	17.2x8x7.8	1272	138	100	120	70	150	200
Section D	52.3x23.86x23.71	17.8x7.85x7.8	1248	135	100	120	70	150	200
Foyer	15.2x98.8x15.81	5x32.5x5.2	1502	163					
Function Rooms									
Section A	33.6x22.8x16.8	11.2x7.6x5.6	766	85	50	60	40	70	120
Section B	39.6x23.4x16.8	13.2x7.8x5.6	927	103	70	80	60	90	120

	Dimensions				Meetings			Capacity	
	Meters	sq.mtr	Theatre	U-Shape	Fishbone	Centre Hollow	Class Room	Buffet	Cocktail
VENUE									
Grand Ballroom	7.5x8x3.4	60	35	50	30	50	80		
Velvet Room	7.5x8x3.4	60	35	50	30	50	80		
Magenta Room	7.5x8x3.4	60	35	50	30	50	60		
Vijaya	7.5x8x3.4	60	35	50	30	50	70		
Kalinga	7.5x7.6x3.4	57	35	50	30	50	70		
Kanchana	7.5x8x3.4	60	35	50	30	50	70		
Madhara	7.5x8x3.4	60	35	50	30	50	70		

Note: Seating capacities are calculated for comfort. Maximum seating capacities are 10% higher than the above indicated figures

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RENTAL CHARGES

- ⊖ HI-TECH EQUIPMENT
- ⊖ TRANSPORTATION
- ⊖ SPOUSE PROGRAMME
- ⊖ TRADITIONAL CULTURAL PROGRAMME
- ⊖ SECRETARIAL SERVICES
- ⊖ SPECIAL THEME DINNERS AND COCKTAIL FUNCTIONS

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RENTAL CHARGES FOR AUDIO VISUAL EQUIPMENT PER DAY

⊕ VIDEO PROJECTION SYSTEM

Front projection
Screen (6' x 6') with full day operator

⊕ VIDEO PROJECTION SYSTEM

Multi Media Video Projector
For Computer and Video Presentation

⊕ SOUND SYSTEMS FOR USE WITH THE ABOVE VIDEO AND DATA PROJECTION SYSTEM

SOUND SYSTEM (1)
100W Sound Set-up with Power Amplifier
Equalizer& 3 Channel mixer Free of Charge

SOUND SYSTEM (2)
300W Sound Set-up with Power Amplifier
Equalizer& 3 Channel mixer

SOUND SYSTEM (3)
750W Sound Set-up with Power Amplifier
Equalizer& 3 Channel mixer


⊕ PUBLIC ADDRESS SYSTEM FOR USE WITH THE ABOVE SOUND SYSTEM

SYSTEM (1)
300W Sound Set-up with Power Amplifier
Equalizer& 3 Channel mixer

SYSTEM (2)
750W Sound Set-up with Power Amplifier
Equalizer& 3 Channel mixer

Microphones for use with the above system

1) Wired Microphones each
2) Cordless Microphones each

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⊕ SCREENS

Front Projection-Tripod Mounted (6' x 6')
Front Projection-Tripod Mounted (8' x 6')
Back Projection-Tripod Mounted (6' x 6')
Back Projection-Tripod Mounted (8' x 6')
Back Projection-Tripod Mounted (12' x 9')

⊕ SLIDE PROJECTOR – KODAK 2050

80 Slide Carousel tray with 70-120mm high powered zoom lens with remote control
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⊕ OVERHEAD PROJECTOR

⊕ TELEVISION SET – 20" Color

⊕ VIDEO CASSETTE RECORDER

NTSC/PAL/SECAM
U-Matic High Band

- All charges are subject to 12.5% G.S.T.
- For any combination of Equipment over transport within city limits and service of Technician will be provided
- Subject to terms and condition of hire
- ⊕ 750W PA System 2 mixers & 20 standard microphones

G.S.T. 12.5%
Total

⊕ 750W PA System 2 mixers & 20 standard microphones

G.S.T. 12.5%
Total

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SUPPORT SERVICES FOR CONFERENCES HELD AT THE HOTEL

Transport for conference delegates

Airport/ The Hotel or vice versa

Car	(01-02 pax) : per vehicle
MicroVan	(03-06 pax) : per vehicle
Mini Coach	(07-14 pax) : per vehicle
Large Coach	(15-25 pax) : per vehicle

The above rates are for one way transfer in A/C vehicle for specified pax nos. with normal luggage, and are subject to any major price increase of fuel by the Government. The coaches include the services of an English-speaking Representative for assistance at the Airport

Shuttle Bus Services to conference/convention facility

Mini Coach (Max. 14 pax)	- per vehicle
Large Coach (Max 40 pax)	- nett per vehicle

All vehicles are A/C and may be utilized for two way transfers from the resident hotel in the morning to the destination and vice versa in the evening (within city limits).

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SECRETARIAL SERVICES FOR CONFERENCES

- Cost per day (8 hours or part thereof) –..... Meals excluded
- Additional working hours @ per hour
- Master of ceremonies @ (for three hours)

SPECIAL THEME DINNERS / COCKTAILS

- The Hotel can arrange Special Theme Dinners or Cocktail functions. We will be pleased to suggest and arrange special entertainment for these functions. Kindly request menus from the Conference Coordinator and discuss arrangements with our team.

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SPOUSE PROGRAM

Tour Description	2-3 Persons US\$	4-6 Persons US\$	7-10 Persons US\$	11-14 Persons US\$	15-Up Persons US\$
<u>Half Day City Tour</u> Pettah, Fort, Liberty Plaza, Majestic City, Town Hall and Temples <u>Shopping Tour</u> Odel/House of Fashion/Zam Gems/Hands Lanka					
<u>Half Day Mt. Lavinia</u> Mt. Lavinia Hotel Terrace & enjoy beach and pool					
<u>Day Trip to Kandy</u> Visit Elephant Orphanage/Kandy/Return to Colombo on the same day					
<u>Day at the Beach</u> Visit beach resort / boat ride / return to Colombo					

Cost Includes:

- A/C Transport with English speaking Driver/Guide up to 6 pax and a separate Tour Guide for 7 pax and above. Cost excludes any Entrance fee at cultural sites if any, which is left to the discretion of the client.
- Tours No. 3 & 4 are day excursions from Colombo and include Buffet lunch and AVC Transport. Cost excludes any entrance fees if any.
- Rate per person sharing double room

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PRE- & POST CONGRESS TOURS

Tour Description	2-3 Persons US\$	4-6 Persons US\$	7-10 Persons US\$	11-14 Persons US\$	15-Up Persons US\$
<u>Tour of Cultural Triangle</u> 2 nights / 3 days Polonnaruwa/ Sigiriya Dambulla/Kandy & back to Colombo Single Supplement					
<u>Tour of Hill Countries</u> 2 nights / 3 days Kandy City/ Botanical Gardens Nuwara Eliya Tea Factory & Plantations Single Supplement					

Cost Includes:

- The above includes accommodation on Half board basis (Breakfast & Dinner), A/C transport with an English speaking driver/guide up to 6 pax and a separate tour guide for 7 pax and above. Cost excludes fee at cultural sites if any, which is at the discretion of the client.
- Rate per person sharing double room

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CHECKLIST FOR CONFERENCE ARRANGEMENTS

AUDIO VISUAL

YES / NO

- | | |
|----------------------------------|-------|
| 1. 750 W System & 20 microphones | |
| 2. 750 W System & 50 Microphones | |

TRANSPORTATION

- | | |
|---------------------------------------|-------|
| 1. Airport / The Hotel | |
| - Car | |
| - Micro Van | |
| - Large Coach | |
| 2. Colombo City Tour (Min 10 Guests) | |
| 3. Shuttle Service to Conference Hall | |
| - Min Coach | |
| - Large Coach | |

TOUR DESCRIPTION


- | | |
|---------------------------------------|-------|
| 1. Tour of Cultural Triangle | |
| 2. Tour of Hill Country | |
| 3. Day Trip to Kandy | |
| 4. Half Day City Tour / Shopping Tour | |
| 5. Half Day to Mt. Lavinia | |
| 6. Tour of Cultural Triangle | |

SECRETARIAL SERVICES


YES / NO

TRADITIONAL CULTURAL DANCE

YES / NO

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COMPUTERS	YES / NO
COMPUTER PERIPHERALS / PRINTERS	YES / NO
VIDEO PROJECTION SYSTEM	YES / NO
SOUND SYSTEM	YES / NO
1. 100W set-up
2. 300W set-up
3. 750W set-up
P/A SYSTEM	YES / NO
1. 300W set-up
2. 750W set-up
3. Wired microphone
4. Cordless Microphone
SCREENS	YES / NO
1. Front Projection T/M (6' x 6')
(8' x 8')
2. Back Projection S/Q (9' x 6')
(8' x 8')
(12' x 8')
MULTI MEDIA PROJECTOR	YES / NO
SLIDE PROJECTOR	YES / NO
OVERHEAD PROJECTOR	YES / NO
VIDEO CASSETTE RECORDER	YES / NO
1. NTSC/PAL/SECAM
2. U-Matic High Band

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FACILITIES PROVIDED BY THE HOTEL - COMPLIMENTARY

YES / NO
(Please Tick)

White Boards and markers	<input type="checkbox"/>	<input type="checkbox"/>
Flip Charts / marker Pens	<input type="checkbox"/>	<input type="checkbox"/>
OHP / Slide Projectors	<input type="checkbox"/>	<input type="checkbox"/>
Screen	<input type="checkbox"/>	<input type="checkbox"/>
P/A System – Conference System	<input type="checkbox"/>	<input type="checkbox"/>
Lectern	<input type="checkbox"/>	<input type="checkbox"/>
TV / VCR	<input type="checkbox"/>	<input type="checkbox"/>
Pointer	<input type="checkbox"/>	<input type="checkbox"/>
Name Place Cards (Names to be provided by the organizer)	<input type="checkbox"/>	<input type="checkbox"/>
Note Pads	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Flowers / Head Table Flowers	<input type="checkbox"/>	<input type="checkbox"/>
Oil Lamp	<input type="checkbox"/>	<input type="checkbox"/>
National Anthem	<input type="checkbox"/>	<input type="checkbox"/>

⊕ Lobby Function Board to read _____

