

INTRODUCING
ZiaBia Events Consultancy
Event Consultancy Services



WHO ARE ZIABIA

ZiaBia is an Event Consultancy based in the South West of England, that works with clients across the UK and globally, adding our ZiaBia touch along the way

'We deliver memorable events that bring your vision to life'



Full Project Management



Venue and platform research and recommendations



Registration Websites



Delegate Management



Rehearsal and on the day Event Management



Production



Entertainment and Guest Speakers



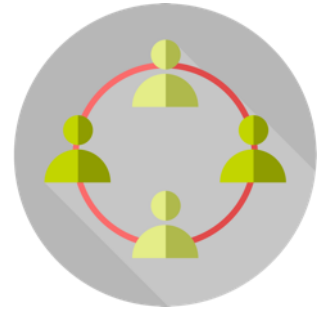
PR and Marketing



Transport



Collateral Print and Design



Team Building



WORKING WITH YOU

At ZiaBia we understand that events come in all shapes and sizes, so with our range of services we can put together a tailored event management solution for every scenario, whatever you want to achieve. Our services ensure we can be your single point of contact to deliver your event.

As a dynamic team of dedicated event professionals, we have simple straightforward processes in place that enable us to be time and cost efficient for our clients.

We pride ourselves on our flexible, hard-working approach to all tasks presented to us. We are responsive to our clients' needs and get involved at all levels, with whatever task needs to be completed, seamlessly becoming a part of your team to ensure your event is a success.



YOUR ZIABIA TEAM

We are currently a team of 10 people with over 181 years event experience between us



Vicky
Gardner
Director



Debbie
Bell
Director



Amelisa
Wright
Client
Services
Director



Paola
Davis
Head of
Events



Rebecca
Rose
Project
Manager



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**Laura
Pannett**
Project
Manager

**Ashton
Dorrington**
Project
Manager

**Vicki
Williams**
Venue &
Relationship
Manager

**Kim
Davison**
Junior
Project
Manager

**MJ
Pagett**
Event
Support
Consultant



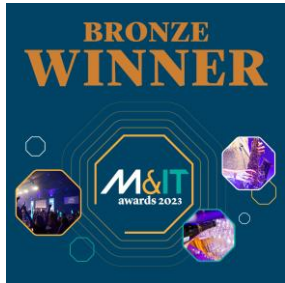
OUR CLIENTS

Just a few of the fantastic clients we have been delighted to work with over the last eleven years



OUR SUCCESSES

We are very proud to have been shortlisted as finalists for the following awards since 2019 and have won a coveted M&IT Award in 2021, 2022 and 2023.



Best Intermediary Agency 2023
(fewer than 20 Employees)



BRONZE WINNER

Best Intermediary Agency 2021
(fewer than 40 Employees)



Best Intermediary Agency 2022
(fewer than 40 Employees)



FINALIST

Best Intermediary Agency
(fewer than 40 Employees)



Agency Awards 2022
Small Agency of the Year



Agency Awards 2021
Small Agency of the Year



Business Services



Business Services



Business of the Year
1-10 Employees



Business of the Year
1-10 Employees



Business of the Year
1-10 Employees



PARTNERSHIPS

We are honoured to work with some incredible companies and initiatives that make such an important impact locally and globally.

CHARITY PARTNERSHIPS

ZiaBia are proud to be an official charity partner for [Meeting Needs](#), a foundation that awards life-changing grants to small charities with funds raised from within the meetings and events industry.



COMMUNITY PARTNERSHIPS

In April 2024 ZiaBia became a Community Partner for Bristol City Football Club. As Bristol residents it is an honour to support the club and join a brilliant range of other businesses on the [Community Partnership Programme](#).



**COMMUNITY
PARTNER**
2024-25 SEASON



DIVERSITY AND INCLUSION AT EVENTS

Ensuring representation at events is hugely important to ZiaBia – the more diverse the event and the agenda the better the conversations and thought processes.

We use the [DICE Charter](#) as a guide when holding conversations with our clients about the diversity of their event programme and marketing channels. This charter is a self-regulatory set of guidelines based on the 2010 UK Equality Act and it helps us keep diversity and accessibility front of mind when planning events with our clients.

Some of the questions we ask our clients include:

- Does the content and messaging provide a diverse range of views?
- Are speakers representing a variety of backgrounds, ethnicity, age and experience?
- Is the event open for all – are there options for pricing structures and advertising channels?
- Can the event support additional needs of speakers and delegates alike?
- Is there a budget in place right at the start? Accessibility should not be treated as an afterthought and for you to be out of budget by the time it is thought of!
- How can you support everyone if your event is face-to-face or online? What needs to change to maximise the experience?



By asking these questions and using the information provided, we can help to recommend speakers, advise on solutions, support the speaker and attendee experience and market the event via different channels. We can also work with you to get the event DICE Certified if required.

There are so many ways to increase the diversity at your event, make it accessible to all and increase the reach of your messaging and attendee profile – talk to us about how you can make the changes to your next event.



CORPORATE SOCIAL RESPONSIBILITY

ZiaBia is committed to operating its business in a manner that is both sensitive and responsible with proper regard to its legal obligations and according to relevant directives, regulations and code of practice. We understand that our operations have an effect on the communities and environment in which we operate and are currently looking into working towards the ISO 14001 award.

Some charity events and volunteering the team have been involved in include:



- A 55-mile walk along The Ridgeway to raise money for CLIC – August 2015
- The Bath Half Marathon to raise money for Cancer Research UK - March 2016 and March 2017
- 10K Race for Life for Cancer Research UK – July 2016, May 2017 and June 2017
- 5k Race for Life for Cancer Research UK – Annually 2003 - current
- Brighton Marathon for Alzheimer's UK – April 2018
- Moon Walk London half marathon for Breast Cancer – May 2019



- Manning mission control for the This Mum Runs COVID-19 pharmacy runs – 2020
- Technology volunteering for the RSPCA – 2020
- Nomination process management and coordination of Key Workers and Carers Balloon Flight – September 2020
- Team day with Children's Hospice South West stocktaking in their shop on Zetland Road in Bristol – August 2021
- Delivery driving for food distribution charity FareShare – April 2020 – March 2021



- Assistance in NHS Covid-19 vaccination clinics – March 2021 – February 2022
- 'Befriender' for Rushcliffe Community Volunteer Service – March 2021 - current
- Primary school co-opted governor – December 2020 – current
- Text support work with Shout for people in crisis – December 2022 – current



SUSTAINABILITY – OUR NET ZERO JOURNEY

2024 is a year of focusing on net zero and sustainability at Team ZiaBia. Whilst we are currently working in an environmentally conscious way, we know there is always more to be done. Over the coming months we will be working on:

- Our B Corp journey - we started this towards accreditation in 2023
- Becoming accredited as a net zero business, in July 2024 we became Greengage ECOsmart accredited. This organisation recognises and supports event agencies and venues with sustainable practises within the hospitality sector - <https://www.greengage.solutions/>
- Introducing a ZiaBia Sustainability Action Squad (SAS) to discuss all things sustainability including any new innovations and initiatives for events from our clients, suppliers and partners
- Focusing on delivering more sustainable events for with clients
- Providing reporting for our clients on our carbon footprint
- Attending industry events with a focus on sustainability
- Continue with our team wellbeing and mental first aid programme



SUSTAINABILITY – OUR TEAM EFFORTS

ZiaBia make a conscious effort to ensure that there is an environmental focus in every stage of the event process. We understand the heavy impact that the events sector can have on the planet and use many offsetting procedures in our day-to-day work.

Examples of these efforts include:



- We book all business travel through [COCO+](#), a company which offsets all carbon emissions produced by train journeys and flights
- We advocate delegates and guests to use public transport wherever possible and highlight local stations and routes
- Predominantly working from home allows the team to reduce their daily travel and therefore emissions produced
- We aim to attend regular events with environmentally-focused speakers to increase education on what we can be doing to reduce our carbon footprint



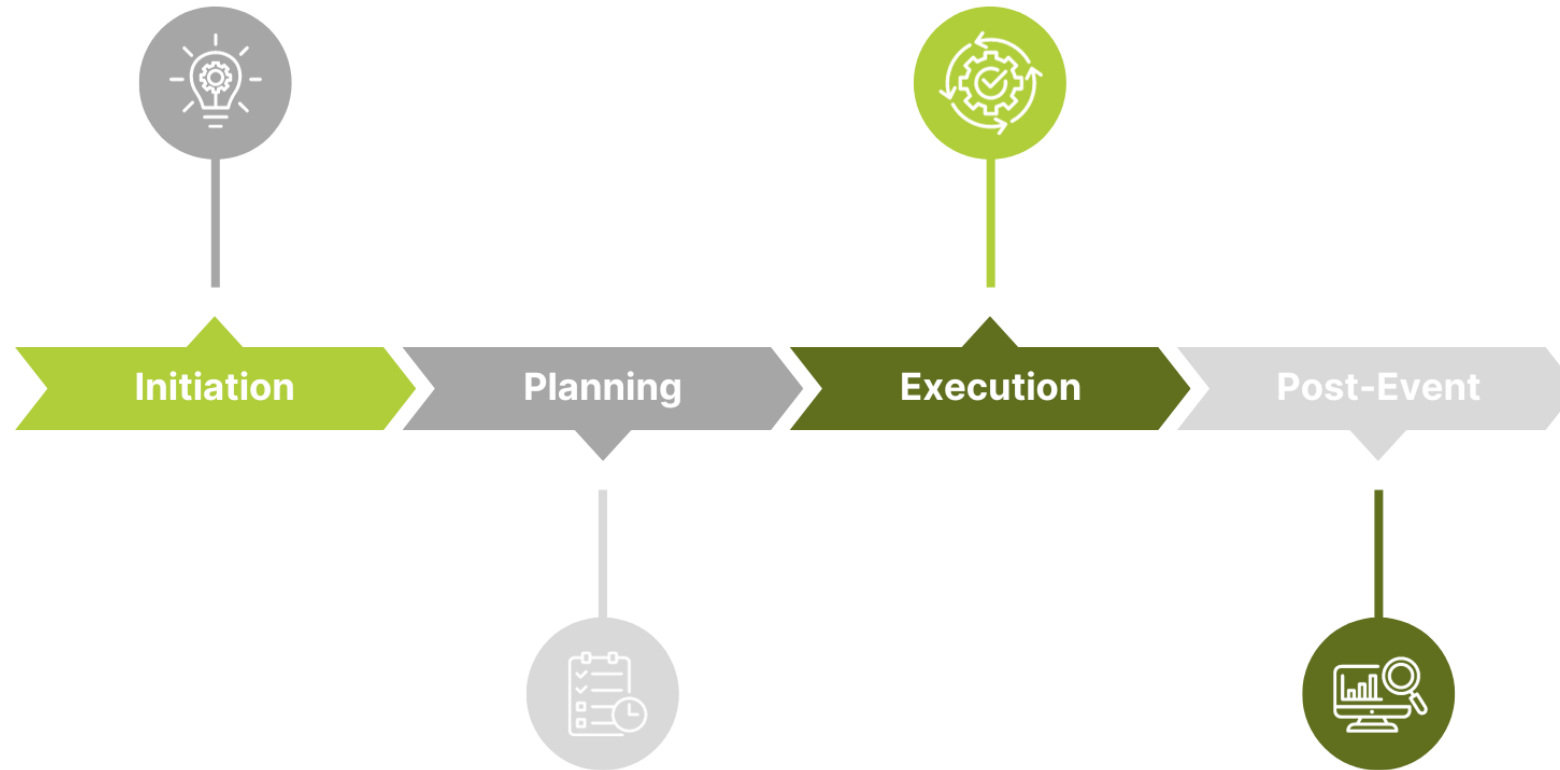
- We use businesses such as Recognition Express for the creation of branded items including lanyards, name badges, gifts and signage with a focus on FSE certified materials which are all recyclable at end of life
- We aim to use digital signage onsite where possible
- We encourage the use of QR Codes on name badges to link directly to event brochures thereby reducing printing needs
- We ensure we discuss environmental credentials with clients and suppliers
- Our team always go by the motto 'Think Before You Print!'



- We work directly with [Olio](#) to reduce the amount of food waste at our events
- We aim to use local suppliers wherever possible for catering, production and activities
- We aim to eliminate plastic waste at events with a focus on the use of washable crockery and cutlery or Vegware



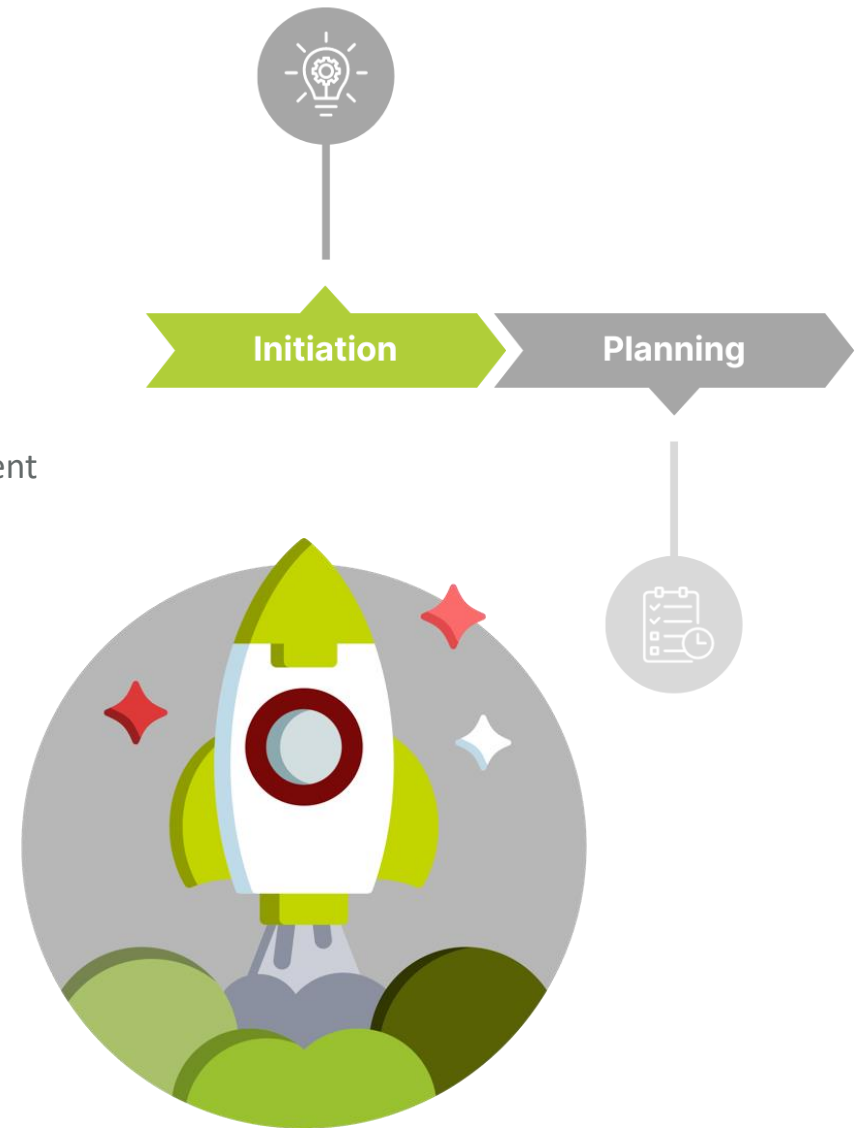
SERVICE INFORMATION



LOGISTICS PROJECT MANAGEMENT

Before the event, our role can include:

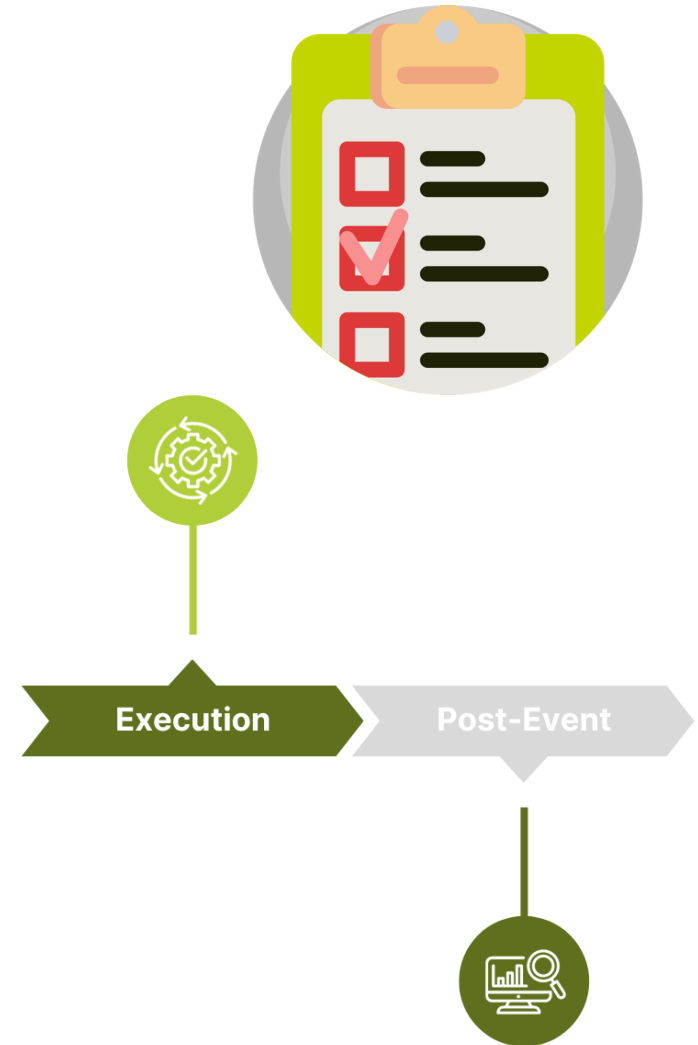
- Communication with your team, the production team and suppliers, as required
- Assist with contract checking and management
- Be the central point of contact for everyone involved in the project
- Create a bespoke event agenda which would include flow of the event and people management
- Manage the full delegate experience
- Organise and attend project meetings and conference calls
- Provide full budget management including invoicing and payments
- Provide a full project plan
- Food and beverage management
- Speaker liaison – create speaker crib sheets, preparation and collation of presentations
- Provide a clear point of accountability throughout the event for attendees and partners
- Ensure all health and safety checks are completed
- Preparation of delegate collateral, joining instructions and full event information
- Entertainment management and theming



LOGISTICS EVENT MANAGEMENT

On the event day onsite, our role can include:

- Arrive at the venue, prior to delegate arrivals
- Organise and attend a project meeting with the venue departments and any other partners
- Check rooming lists, discuss arrival procedure and view VIP bedrooms if required
- Ensure meeting room/s are set up to specific requirements and serviced regularly
- Set up and prepare the registration desk, with the support of your team, if required
- Prepare all welcome packs ready for the arrivals, with the support of your team, if required
- Carry out pre-event health and safety walk through
- Communicate with the you to ensure you have everything you need
- Liaise with internal and external speakers to ensure arrangements in place
- Manage off site requirements such as sourcing additional items if required and manage any external venues
- Manage travel arrangements as required
- Manage food and beverage during the event
- Assist with the movement of people during the event
- Manage entertainment and theming as required
- In addition to this, we would be more than happy to assist in any other areas or tasks you may require



DELEGATE MANAGEMENT

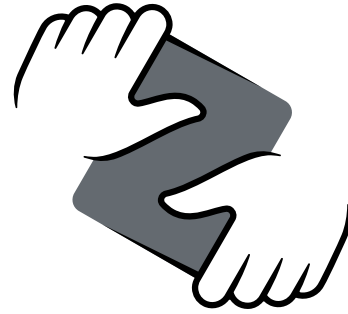
Includes the following areas, as required:

- Create a bespoke website which includes a secure delegate booking form, in line with the client's brand guidelines
- Project management of website build
- Management and acknowledgement of registrations by designing automated confirmation communications alongside the client's requirements
- Provide regular registration reports and updates
- Management of invitee list with 'reminder to register' emails and monitoring numbers against critical dates
- Communicate event updates to invitees already registered
- Be the main point of contact for delegates with queries, amendments and registrations pre-and post-event
- Design joining instructions, alongside client's requirements, which include venue, event and accommodation information
- Management of information provided by attendance registrations such as dietary requirements, accessibility, accommodation, stream/session popularity
- Provide a 24-hour telephone line for delegate support
- Take care of every detail, from attendance confirmations, ground transportation needs, a personal bio, to dietary requirements
- Capture data in a safe and secure manner considering GDPR

Post event:

- Full budget management of suppliers we have worked with
- Debrief meeting with you, to capture all learnings – what went well, could be done differently for future use





ZiaBia

EVENTS CONSULTANCY

Thank you for the opportunity

Visit us at : www.ziabia.com