

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 8 people with over 170 years event experience between us. Check out our [culture video](#) to find out more about what it means to be part of team ZiaBia!



Vicky
Gardner
Director



Debbie
Bell
Director



Paola
Davis
Head of
Events



Rebecca
Rose
Senior
Project
Manager



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Vicki Williams
Venue and
Relationship
Manager



Kim Davison
Junior
Project
Manager



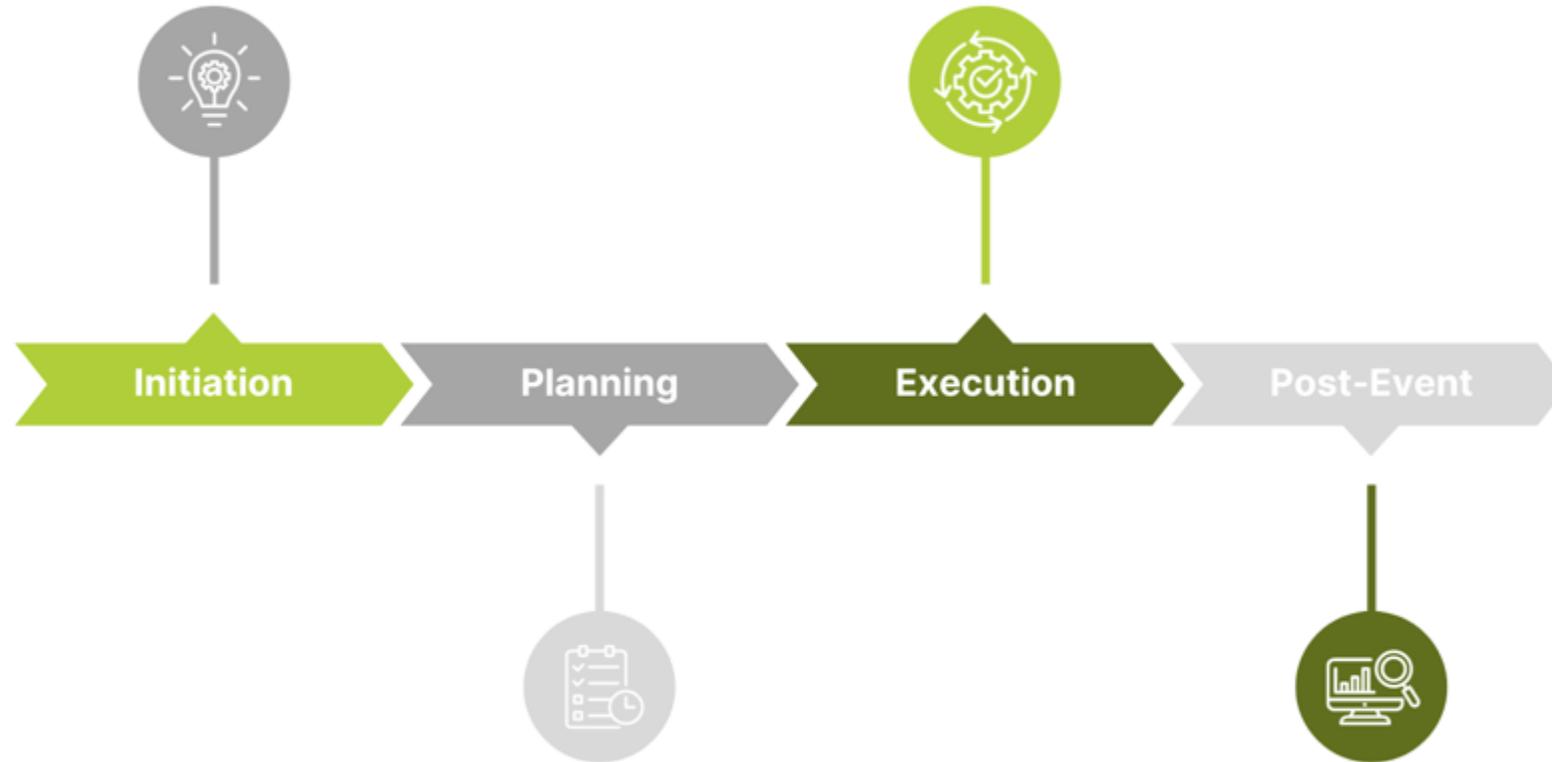
Sharon Ong-Aggett
Event
Support
Consultant



Emily Ash
Event
Support
Consultant



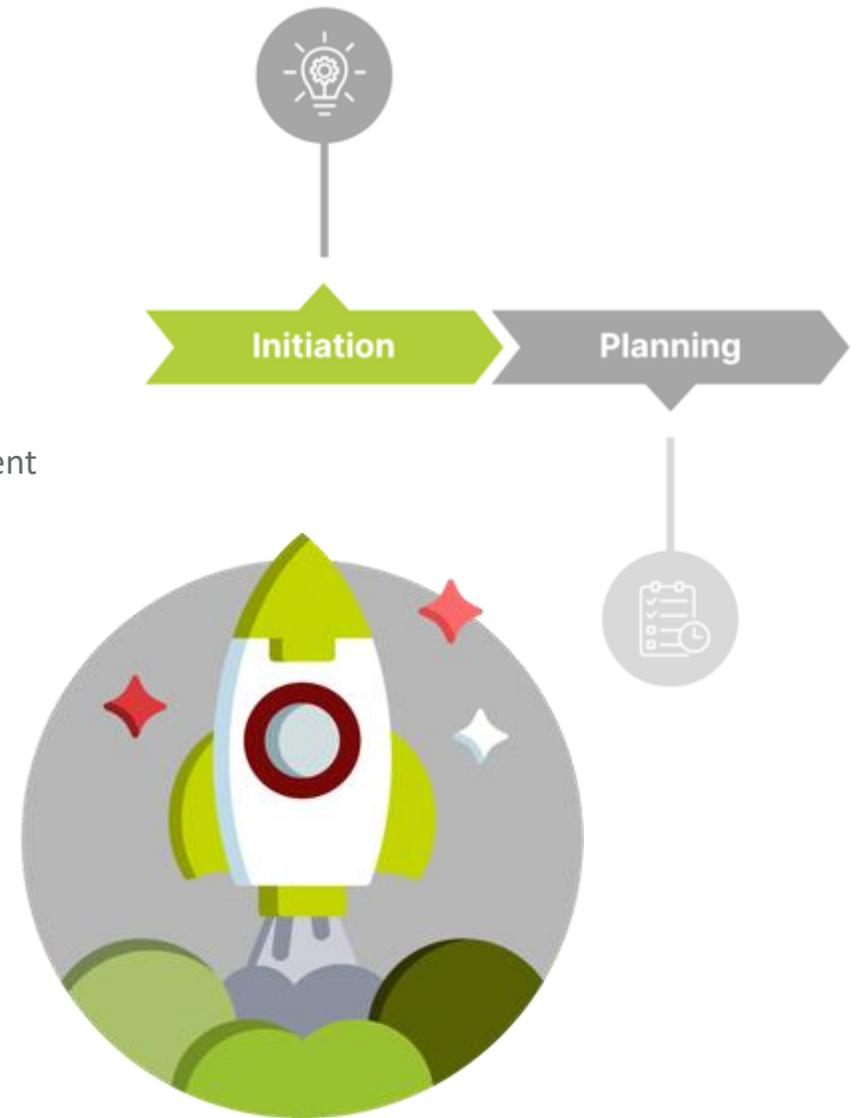
SERVICE INFORMATION



LOGISTICS PROJECT MANAGEMENT

Before the event, our role can include:

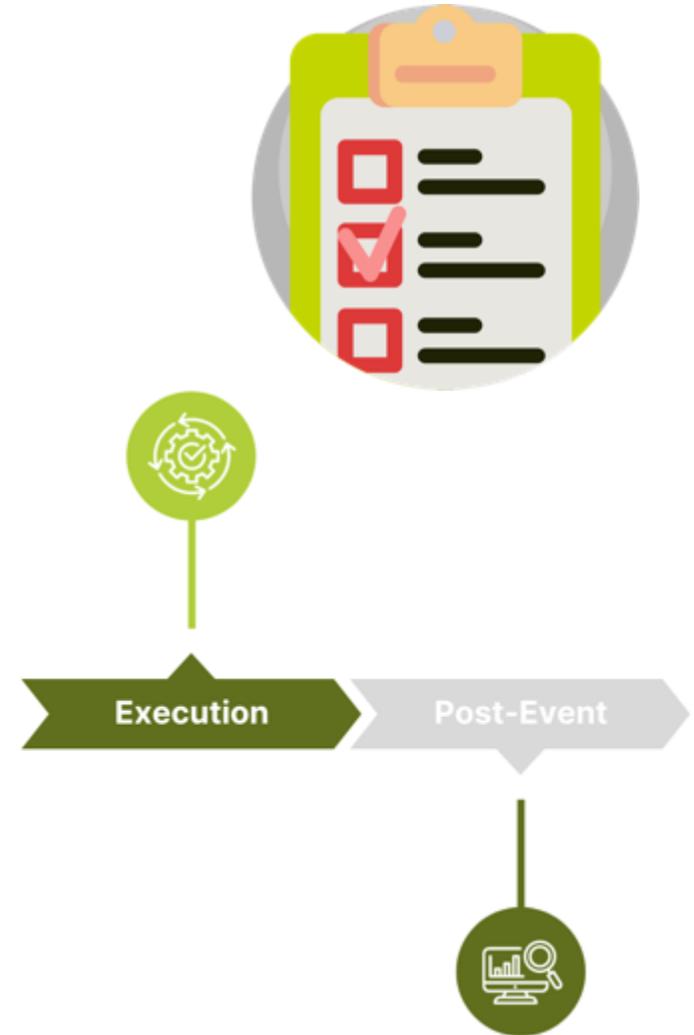
- Communication with your team, the production team and suppliers, as required
- Assist with contract checking and management
- Be the central point of contact for everyone involved in the project
- Create a bespoke event agenda which would include flow of the event and people management
- Manage the 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

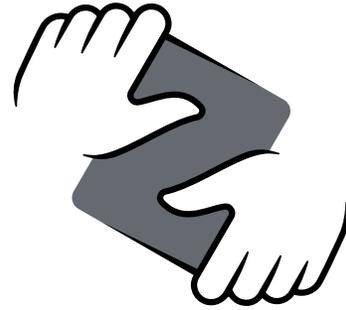
Includes the following areas, as required:

- 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