

**OUR  
CREDENTIALS**

**ve  
space**

# WELCOME

to the **ve**  
**Space**



**ANITA LOWE**

Founder & CEO

## WELCOME TO OUR BOUTIQUE GLOBAL SOURCING AND EVENT MANAGEMENT COMPANY

Where elegant event solutions are delivered by creative experts.

Established by Founder and CEO, Anita Lowe, with her hands on approach has given us over **35 YEARS OF EXPERIENCE**, delivering an unparalleled service and unforgettable experiences for our clients.

Our dedication to excellence has been recognised through prestigious awards, including **GOLD AT THE 2023 M&IT AWARDS FOR BEST EVENT PROVIDER AND SILVER FOR BEST INTERMEDIARY AGENCY.**

We're also proud recipients of **GOLD** at the Greengage Sustainability Awards for Sustainability Initiative of the Year Agency. Trust us to bring your vision to life with creativity, precision, and a commitment to sustainability.

# Our **SERVICES**

We proudly provide the following services:

- Full-service event management
- Industry leading event production
- Motivational team building and engagement activities
- Unique branded, promo merchandise, with fantastic catalogues of innovative products
- Virtual and hybrid event solutions
- Bespoke entertainment, including live magic, comedians, dance acts and keynote motivational speakers
- Professional photography and broadcast quality videography
- Experienced graphic and presentation design service
- Expert exhibition concept design, build and installation
- Bespoke venue theming for events and celebrations
- Leadership development, strategy and team cohesion projects



# GLOBAL SOURCING



# GLOBAL SOURCING

Our global Sourcing team have a wealth of knowledge when it comes to finding the right venue. We currently use Venue Directory to process our enquiries, but nothing comes close to the personal knowledge, experiences and recommendations of our fantastic team.

Our team will manage as much or as little as you need to be able to get your event over the line. This includes:

- **INITIAL ENQUIRY** - Enquiry received via portal, telephone or email and response time agreed between yourself and our team member.
- **PROPOSAL STAGE** - Team members will contact venues with the enquiry, conduct a three-phase rate negotiation process, obtain added value and provisionally hold space.
- **VENUE SELECTION** - Where appropriate we will recommend site inspections and accompany you on these.
- **CONFIRMATION** - We will confirm the booking on your behalf.

The event went really well and was enjoyed by all. Thank you for all your help with this . A really successful event; everyone said they would like to do it every month!!

serco

“I’ve really loved working with you and am looking forward to many more bookings to come!”

 STERIS

- **CONTRACT** - We will request and scrutinise the contract on your behalf and you will not receive a copy of this until we are sure everything is in order. We will also be sure to highlight any important terms and conditions.
- **FINAL DETAILS** - We will work with you to liaise all the booking details with the venue on your behalf providing you with our best-in-class consultative service. Your booking is then ready to go live!
- **POST EVENT & INVOICING** - The final invoice is received, and we will ensure we are satisfied with this ahead of sending to you.

# EVENT MANAGEMENT AND LOGISTICS



# PROJECT MANAGEMENT OVERVIEW

Our project management service ensures that every detail of your event has been considered, planned for and executed to perfection.

We will manage...

## LOGISTICS SCHEDULE



We will complete a full working Logistics Schedule detailing every minute of your event from the moment your delegates leave their home, to their safe return.  
*(See attached Appendix 14 Logistics Schedule example)*

## BUDGET



We will complete a full, detailed, line by line budget ensuring that all costs are totally visible and transparent, always working on a “no surprises” basis.  
*(See attached Appendix 13 your budget specifically tailored to your event)*

## PROJECT PLAN



Our Project Plan document will include all milestones during the planning of your event, ensuring that deadlines are planned, communicated and met. We will pay special attention to the various time zones and ensure that the deadlines reflect this. All documents are then saved on SharePoint for easy access for both parties.  
*(See attached Appendix 15 Project Plan example)*

## HEALTH & SAFETY



We do full risk and health and safety assessments for the event and venue and any other suppliers that may be involved.

# PROJECT MANAGEMENT OVERVIEW

Our project management service ensures that every detail of your event has been considered, planned for and executed to perfection.

We will manage...

## SITE INSPECTIONS



We will take the same level of attention to detail for your event and apply this to your site inspections. We will produce a post inspection report with photos which can be shared with a wider audience as required.

## THE EVENT



We will be an extension of your team and will be with you every step of the way. We can be involved as much or as little as you need.

## MENU TASTING



We will happily accompany you on your menu tastings whether this be with your own branded caterer or with an external or preferred suppliers. We will offer impartial opinions and make quality notes allowing you to make an informed choice.

## POST-EVENT DEBRIEF



A meeting with everyone including the venue and suppliers. We consider strengths, weaknesses and opportunities for all aspects of your event. All feedback is used for future reference to ensure that the next event is even better.



# PROJECT MANAGEMENT

For your projects, you would work with a regular team of our experienced Event Managers, led by your Event Lead. They would get to know your team and your requirements and be dedicated to you throughout each project from brief through to the event, post-event and reconciliation. Project management is a huge part of what we do. We have several processes and documents in place to ensure the lead up to and including your event day is smooth, methodical and effective.

We will create a bespoke project plan that will enable us to manage all the detail in the lead up to your event. This document will hold all critical dates such as deposit payments, cancellation deadlines and approvals. We can track the progress of each task and mark it as complete when done or as in progress.

One of the main inclusions within the project plan, is our project calls. We arrange these with you and your team in the lead up to your event day. We like to do these on a weekly basis and then daily for the last 2 weeks before your live day. This gives us the opportunity to meet each other's teams, keep track of the progress of all involved and share concerns, feedback or ideas on a regular basis. Following on from this, we are happy to work with you from your offices at least once a week during the planning phase of the event.

"Your team's leadership was a vital component of making our conference a success. Further to the on-hand support that the team provided during the event, their collaborative (yet structured) approach in planning for the event allowed us to tailor a brilliant end product. The team stayed flexible and drove down the organisation aspects of the event with pace and positivity."

**CALLUM WHITE**  
PROGRAMME MANAGER | WSRF, QINETIQ

Key dates schedule		veSpace		
Event name: 1910 Club Venice				
Client name: NFU Mutual				
Event reference code: NFU2403				
Task	Who?	Updates	Due date	% completed
<b>Venue confirmation</b>				
JW Marriot			01 September 2023	100
Pisani Moretta			01 September 2023	100
Excelsior Lido			01 September 2023	100
San Marco Hall - JW Marriot			01 September 2023	100
San Marco Terrace - JW Marriot			01 September 2023	100
<b>Site inspections</b>				
Create site inspection agenda	veSpace		20 August 2023	100
Site inspection in Venice	veSpace		22 August 2023	100
<b>Event Administration</b>				
Co Signed Contract returned	NFU Mutual		16 February 2023	100
NFU Mutual to sign and return contract to veSpace	NFU Mutual		16 February 2023	100
Launch the destination	All		01 September 2023	100
Create Project plan VI & Costings VI and share with clients	All		18 January 2024	100
Introduction call to kick start project	All		18 January 2024	100
Setup weekly project call with clients	veSpace		18 January 2024	100
B: Weekly project update call	All		18 January 2024	100
Event debrief	All		05 June 2024	0
Weekly documents sent to client team - agenda, project plan	HF		Weekly	0
<b>Delegate management/Website</b>				
Website - Spec document shared with NFUM	PB		01 December 2023	100
Website - Spec document approved	PB		08 December 2023	100
Website - build	veSpace	08 January 2024	12 January 2024	100
Website - approved	PB	15 January 2024	19 January 2024	100
NFUM to share Qualifiers information with veSpace	PB	15 January 2024	26 January 2024	100
Qualifier letter sent out once the results are published	veSpace	22 January 2024	26 January 2024	100
Website - launched and registration open- one week after the qualifier letter is sent	veSpace	29 January 2024	02 February 2024	100
Website - Close registration	veSpace		15 March 2024	100
App build	veSpace		03 April 2024	50
App tested	veSpace		10 April 2024	50
App approved	NFUM		17 April 2024	0
App live	veSpace		08 May 2024	0
Flight confirmations sent to guests	veSpace		08 May 2024	50
Joining instructions sent to guests	veSpace		08 May 2024	0
App download instructions sent to guests	veSpace		08 May 2024	0
Keeping inbox up to date	veSpace		Daily	100
Reports sent to client	veSpace		Weekly	100
Winner information confirmed for trophies	Kaylea		29 March 2024	50

# BUDGET MANAGEMENT

We work extremely hard to ensure every event we manage is bespoke and customised to your exact requirements and this includes a thorough and detailed budget. We will work together with you and your finance team to understand your payment process and ensure PO's (if required), invoice & payments are within your finance structure and delivered on a timely basis.

Our budgets show an itemised breakdown for each, and every aspect of your event and we update this with every amend or addition. It shows all the venue and supplier costs as well as our own fees. This way you get to see everything up front and we pride ourselves on showing you no surprises. You will see the budget from your initial proposal right the way through to your event day meaning you always have full visibility.

Our events are fully reconciled 7 working days after the close of the event itself. We send you a final copy of your budget, advising any outstanding balances on either side.

“The budget management that you provide is exceptional. I would be totally lost without this. I am always made aware in advance of what I should expect to see an invoice for – the post booking reconciliation process is so efficient which means I’m able to tie everything up in super quick time ahead of moving onto the next event.”

**TESTIMONIAL FROM A FINANCIAL CLIENT FOR WHOM WE MANAGE A NUMBER OF ROADSHOW EVENTS EACH YEAR**

# LOGISTICS SCHEDULE

As part of our project management, we produce a bespoke Logistic Schedule for each individual event. This details, in full, a step by step, minute by minute guide to your event from our arrival onsite, right the way through to the last person out the door.

Our aim in doing this is to not only reassure you that every aspect of your event has been considered and included, but to allow all of our team and your team to know exactly where they need to be in order for your event to run efficiently and successfully.

Within our logistics schedule process, we will guide you in creating your own agenda for your event. We will ensure that your session times are held in a timely manner to ensure all content is covered. We will suggest start and finish times that align with the venues access and de-rig times, along with lunch and refreshment slots allowing all delegates to experience a full but balanced day.

Logistics Schedule				<a href="#">Map of locations</a>	
Start	Finish	Dur.	Session / Action	Location	Owner
Wednesday 27th September 2023					
07:00	14:00	07:00	Travel to Montenegro		Helena, Jill, Poppy & Hannah
15:00	-	-	Check into hotel		Helena, Jill, Poppy & Hannah
			Simon and Paulina arrival and transfer to The Chedi		
Thursday 28th September 2023					
07:00	14:00	07:00	Travel to Montenegro Manchester - Tivat - Gatwick - Dubrovnik -		Delegates & Kira
15:00	16:00	01:00	Check into hotel Welcome drink and check in	The Chedi	
16:00	17:00	01:00	Nick, Simon and Gary briefing		Simon
18:00	18:30	00:30	Walk to Almara Beach Club		
			Nick, Simon and Gary briefing Welcome drinks		Simon
18:30	19:00	00:30	Welcome message from Simon - need mic	Almara Beach Club	
19:00	20:00	01:00	Dinner	Almara Beach Club	
20:00	23:59	03:59	Drinks and party	Almara Beach Club	Check bar times
23:59	02:00	02:00	Guests to depart Almara Beach Club	Almara Beach Club	ACE / DMC
00:00	-	-	Allowance for coach transers Overnight at The Chedi	The Chedi	

# ONSITE EVENT MANAGEMENT

Having the right team on board for an event is essential and we pride ourselves on being able to do this. Our team are well experienced and work together effectively as they share your vision for your event and strive to make it a success.

Depending on the size of your event and any specific requirements, we may use additional personnel to help run your event. We have a selection of tried and trusted local freelance staff that may be used to increase numbers on site for tasks such as hosting, set up and runners.

The core team for your event ie, event managers, will not include any freelancers and will consist of experienced veSpace team members only.

All of your onsite team, core and others where needed, will be required to attend a project meeting prior to the event. This is where the Logistics Schedule will be shared so that each and every person knows exactly where they should be and when. They will be able to have a full overview of the event and know what it will look like.

We will be on site with you, every step of the way. From managing set-up and set-down, overseeing all health and safety requirements, liaising between third party suppliers, managing delegate registration, we'll ensure the event runs with ease.



“You guys are like event ninjas! Discreetly and professionally working away in the background making sure everything is running smoothly. All of this is really appreciated, and it is an absolute pleasure working with you, you really are part of the team”



# OVERSEAS PROJECT & EVENT MANAGEMENT

Our Overseas Event Management matches that of our local offering with the added bonus of flexibility and plenty of international experience.

In order to manage your event effectively, we are flexible with our working hours to be able to speak to international venues, clients or suppliers at a time that suits them. We will put together a detailed Project Plan meaning no matter where you are or where the venue is, we will not miss any deadlines, we will stay on track with the planning process, and carry out the event with the same precision and elegance as we would with any event.

## SOME OF OUR AMAZING EXPERIENCES OF OVERSEAS EVENT MANAGEMENT...

Training event for a security company to Singapore, Ghana, St Lucia and London - we managed flights, visas, accommodation, conference and dining with approximately 50 attendees in each destination

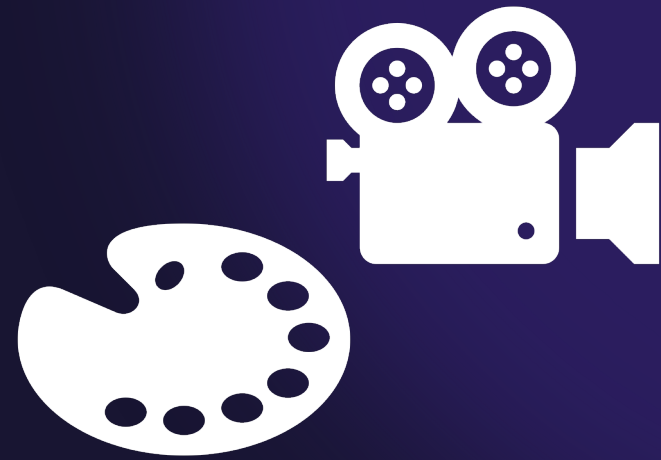
Multiple Incentive trips to Iceland, Madeira and Paris - that included various local activities, gala dinners and merchandise for up to 70 people.

Week-long conference in Istanbul managing conferences, accommodation, flights and dining.

Week-long VIP event in Abu Dhabi with the added edition of website delegate management, flights, activities and accommodation.

Overseas new team meeting for 10 delegates in Lisbon. We sourced accommodation, team building and offsite dinners.

# DESIGN AND EVENT PRODUCTION



# Event **CREATIVE**

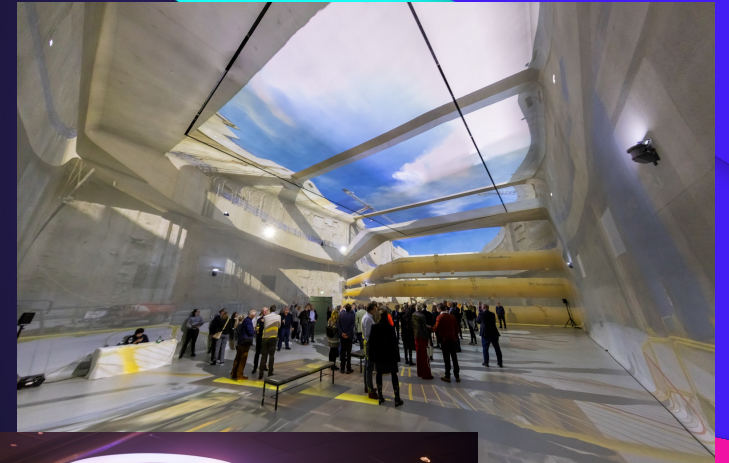
Our creative content and campaign strategies are expertly crafted to enhance your event from inception to completion, integrating compelling storytelling and speaker engagement to enrich the overall narrative and digital interaction.

We curate a seamless journey, from pre-event digital engagement to post-event social interactions, ensuring every aspect aligns with your goals.

Our approach includes meticulous speaker management, crafting impactful messages that resonate with your audience.

By blending this with a unified production and media design, we create a cohesive experience that captivates and connects not only with physical experiences but with digital compelling narratives too.

Our holistic strategy guarantees your event not only reaches but surpasses its ambitions, leaving a lasting impression on all attendees.



# Event VIDEO & DESIGN

Our event video and design services shine with expertly crafted video productions, engaging 3D animations, and innovative graphic design.

We focus on delivering a multi-layered visual narrative, where each animation and graphic enhances the depth and dynamism of the event experience.

As we bring this visual spectacle to life, we ensure it aligns with the subtle nuances of your company's image.

This strategy enriches the event's story without allowing brand elements to dominate the scene.

It's the artful blend of our comprehensive services and the gentle nod to your brand's unique character that sets our work apart, making every event's narrative resonate with just the right touch of familiarity.

LOGO  
DESIGN



VIDEO  
PRODUCTION





# EVENT PRODUCTION

## Overview

For two decades, veSpace has been at the forefront of collaboration, working hand-in-hand with our partners and clients to bring forth a multitude of thrilling and groundbreaking projects.

Our commitment to aligning with your team's vision and goals is unparalleled.

We dedicate ourselves to not just meet but exceed expectations, showcasing our superior skills and proficiency.

We along with our strategic partner Insight deliver many great productions of all scale throughout the UK and Europe and beyond.

By choosing to work with us, you're not just getting a service provider; you're gaining a dedicated ally committed to achieving collective success through exceptional performance and innovative solutions.

# PRODUCTION DESIGN

Our event production design excels through its innovative integration of cutting-edge technology and creativity, tailored to each event's unique vision.

We utilize advanced lighting, sound, and to create immersive experiences that captivate audiences. Meticulous attention to detail ensures flawless execution, from stage design to ambiance.

Sustainability is integral, with eco-friendly practices underscoring our commitment to environmental responsibility. Our team's collaboration and adaptability allow us to overcome any challenge, merging fresh ideas with technical expertise.

This approach results in memorable events that are not just experiences but unforgettable journeys, showcasing our commitment to excellence, innovation, and sustainability in event production design.



# DELEGATE MANAGEMENT



# DELEGATE MANAGEMENT

Here at veSpace, we have our own Delegate Division headed up by our Delegate Dynamic Director.

This division came alive following feedback from our clients and we decided that delegate management was such an integral part of an event that it deserved its own division.

The team are dedicated to creating registration websites and apps, delegate management, reporting and digital badging.

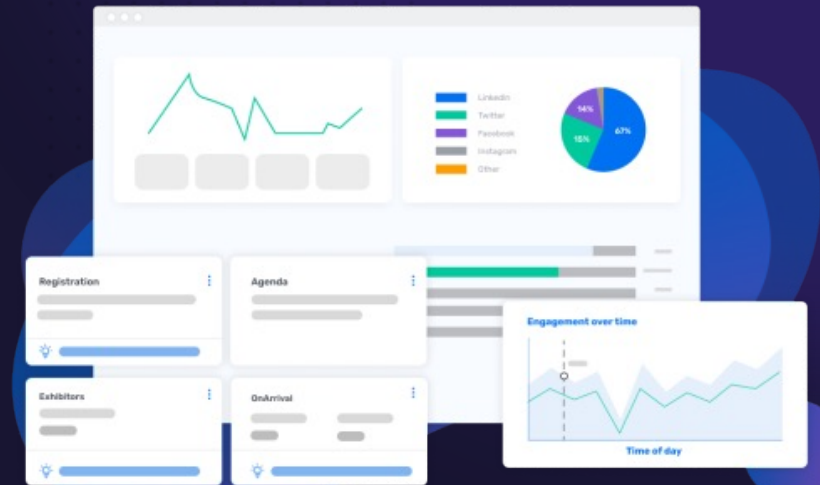
Managing delegates is a huge task and we aim to ensure that each attendee has all the essential information to be able to part of the event.

As an organiser, you will receive event specific reports that will show all of the necessary data required of your delegates such as names, contact details, job roles, emergency contacts, dietary and accommodation requirements and much much more. The reports can be pulled and sent to your team as often as you wish.

In addition to the above, we manage a dedicated email inbox to handle delegate queries and changes, saving you time to focus on the event itself in the lead up.



**EMILY CAMPBELL**  
Delegate  
Dynamics Director



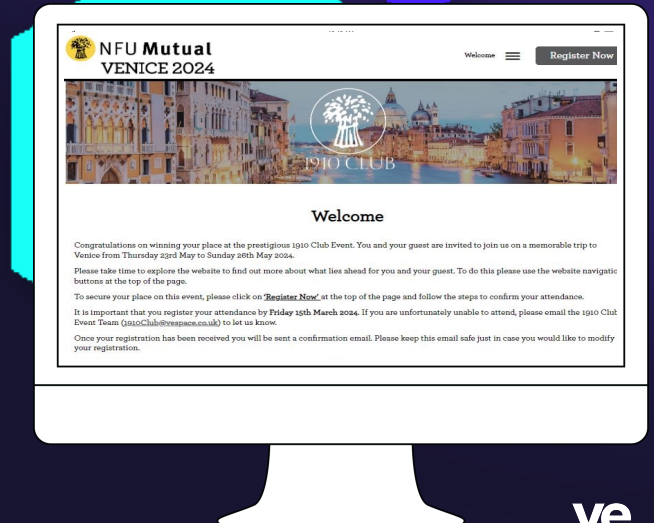
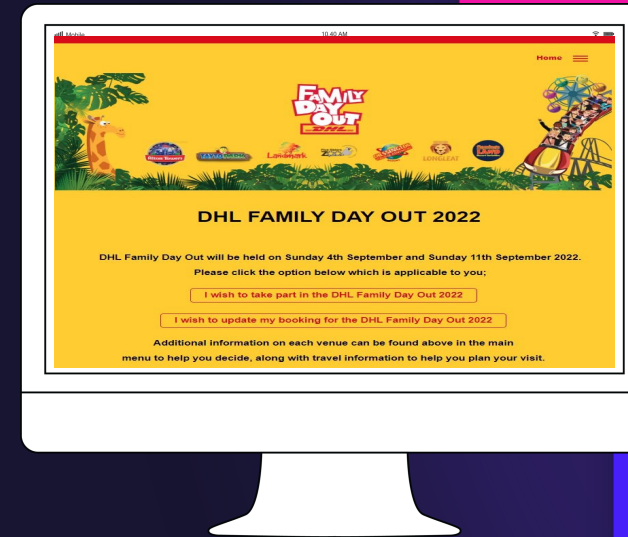
# WEBSITE & APP

Building a website has become second nature to our team. We work with a range of Website and App companies that support us in building bespoke platforms allowing delegates to carry out various activities including:

- Fully Brandable
- Registration of delegates
- View event agenda prior to attendance
- Multiple pre-event communications including invites, chase emails and joining instructions
- Session management
- See information about the venue including directions on how to get there
- Remain live throughout the event
- Can be elevated to an app if required

## A GREAT EXAMPLE OF THE IMPACT OF OUR WEBSITE AND DELEGATE MANAGEMENT:

Our client, Loughborough University, utilised our service last year and have said that they would now never use an alternative solution as we have improved their efficiencies and have been able to demonstrate internal, that we have significantly saved them in cost and resource and that our team have subsequently become an extension of theirs.



# DIGITAL BADGING AND CHECK IN KIOSKS

Check - in Kiosks provide a fast, efficient and simple registration solution for your event. These can be brought in and set up in advance ready for the arrival of your delegates.

They are available in a range of sizes and designs and we would be more than happy to help you find the one that suits your event.

## HOW DO THEY WORK?

We will arrange all the logistics for the kiosks to be delivered and collected from your chosen venue.

We will have a minimum of 2 people onsite to support the kiosks. We will aid the registration process, guide delegates, register delegates and update, or reprint badges.

The kiosks process around 100/120 delegates per hour either using QR code scanning or name search on the touch screen. (Name search can be disabled if needed for security)

The kiosks are fully brandable with decals, as are the screens and badges.

Badge stock is fully recyclable.

Kiosks provide multiple uses including information around the venue, polls, maps, etc.

Ideally, the Kiosks require hardwired internet, however they can effectively run on WIFI.



# DIGITAL BADGING AND CHECK IN KIOSKS

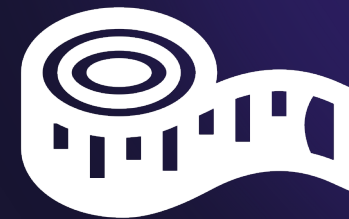
## REPORTING

The kiosk will effectively work as an extension of the team being able to provide arrival reports, head counts and any other delegate data you require (assuming it has been uploaded initially)

The kiosks can integrate with a range of registration providers meaning uploading and reporting can be done easily and safely. Reports can also be customised to ensure you are only getting the information you really need.



# ADDITIONAL SERVICES





# COLLATERAL AND BRANDED MERCHANDISE

We work with some fantastic companies that can create and supply a wealth of collateral and branded merchandise. This includes everything from stationary, giveaways, awards, name badges, menus, place cards, banners, pull up stands and much, much more!

Our creative team will work with you and our suppliers to create impactful and memorable pieces.



# ACCOMMODATION

We understand you already work with a 3<sup>rd</sup> party who cover your accommodation requirements however, we wanted to showcase a little about what we could do given the opportunity. We are happy to work alongside your existing provider to assist where possible.

We have a wealth of experience with large group bookings and will liaise directly with the hotels. We can complete detailed rooming lists which we version control allowing changes to be highlighted and tracked. We have also held events where we have had multiple hotels with a different room count in each meaning that tracking is all the more important.

Our teams have a great deal of venue knowledge not only in the UK but all around the world.

We are lucky enough to be invited to some of the most beautiful, exciting and innovative properties and we love to share these experiences and recommendations with our clients. We are always on the lookout for new openings, refurbishments and developments within the world of events.

## PLEASE SEE AN EXAMPLE HERE

of one of our previously used rooming lists detailing multiple hotels, cancellations and amends.

Please note that when sending these to hotels, they will be password protected.

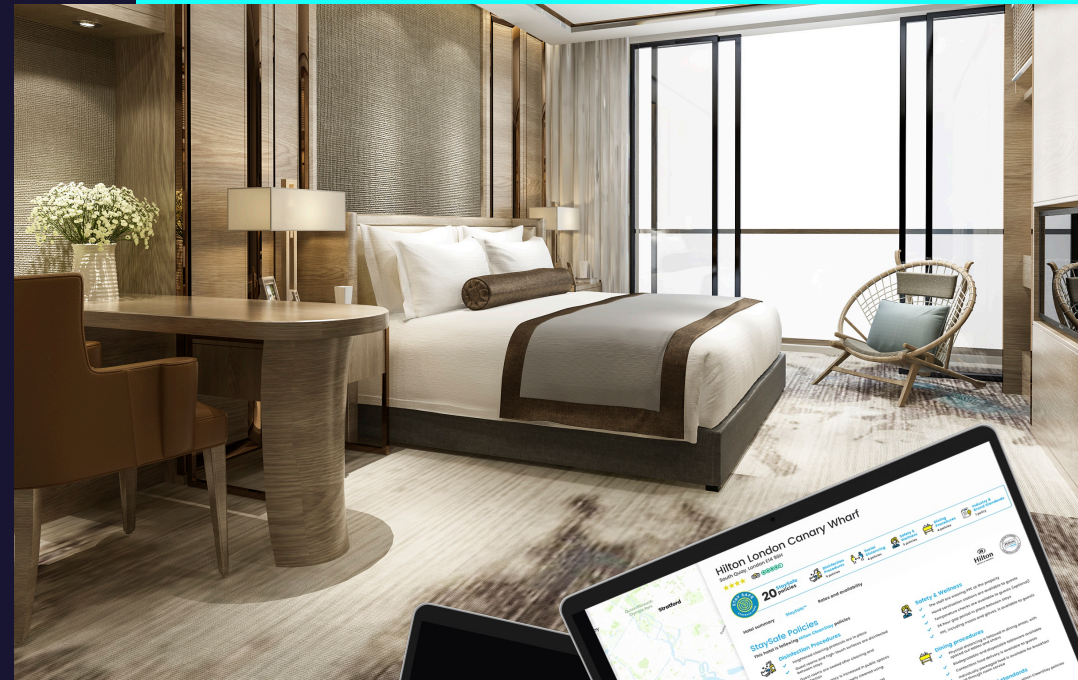
First Name	Last Name	Occupancy	Sharing With	Guest Type	VIP	Tuesday 16th May	Wednesday 17th May	Account Instructions
antoniase	barber	Single					1	
Nina	Barbury	Single					1	
Helen	Lord	Single					1	
Ann	Northfield	Single					1	
Matthew	Green	Single					1	
Amy	Baldwin	Single					1	
inna	yevtushyk	Single					1	
Michelle	Eastby	Single					1	NAME CHANGE
Marina	Babidoricis	Single					1	
nadine	arnold	Single					1	
Ijaz Ahamed	Ameer Deen	Single					1	
Mohammad	Hoque	Single					1	EARLY CHECK IN
Elise	Gowing	Single					1	
Hajurman	Manandhar	Single					1	
Amy	Cropley	Single					1	
Mohammed Forhad	Miah	Single					1	
Elena	Clayton	Single						Cancelled
kayleigh	Evans	Single					1	
James	Cavanagh	Single					1	
Laura	Blackburn	Single					1	

# HotelMap

veSpace has partnered with HotelMap to provide an **inclusive accommodation booking service** to our clients.

HotelMap is all about technology and **streamlining booking processes** for clients, as well as accommodation finding for delegates. They specialize in conferences and trade shows, operating in over 500 cities worldwide and working with more than 280K hotels.

The site is based off the user's location and picks up language settings. The data gets translated into the user's preferred language and the currency is converted into the user's currency.



**HOTELMAP**  
HOTEL BOOKING FOR EVENTS

# HAMPERS AND GOODIE BOXES

We can build, source and manage the distribution of a wide range of hampers, gifts and goody bags. From Christmas, Wellbeing, Easter, Energizers and celebratory, these are a great way to help bring your event to life. We can arrange for them to be ready for your event day or sent to delegates in advance as an event teaser.

We can include:

- Branded gifts and merchandise
- Food and drink
- Games
- Personalized cards
- Wellness items
- Event related collateral
- Family / Childrens gifts
- Decorations
- Games
- Clothing
- Books



# THE TEAM



# CREATIVE TEAM



**JAMES JACKSON**  
Head of Production



**JOSHUA KINSELLA**  
Producer



**ALEX ROW**  
Creator



**FINLEY NOBBS**  
Creator

What makes us unique, is our in-house creative team, bolstered with strategists and designers who can produce thought-provoking content for your event.

Not only this, our content services can be utilised outside of an event environment, with our expert design team able to work with you to produce outstanding content for an internal training mail shot, or a modern, slick and stylish presentation deck, in keeping with your brand, and ready for your teams use; provided at the best industry rates.

# EVENTS TEAM



**JILL DUNLOP**  
Head of Global  
Events



**LUCY HAY**  
Event  
Director



**RACHEL BURLINGHAM**  
Senior Event  
Manager



**HELENA FINCH**  
Senior Event  
Manager



**PAULINA ZAPALA**  
Senior Event  
Manager



**LOTTIE DAVIS**  
Senior Event  
Manager



Michaela Isted  
Event Manager



Kira Clinton  
Event Manager



Cristina Dominguez  
Event Manager



Loz Pollock  
Event Support



Helen Simpson  
Event Support



Emily Campbell  
Delegate Dynamics  
Director

Our fantastic Events Team are well travelled, knowledgeable and up for a challenge. We love creating exciting, memorable and innovative events that bring people together whilst achieving your objectives. We will be with you on your journey right from the initial enquiry to the completion of your event ensuring everything runs smoothly and effectively.

# DELEGATE MANAGEMENT TEAM



**EMILY CAMPBELL**  
Delegate Dynamics  
Director



**HELEN SIMPSON**  
Delegate Manager

Our Delegate Management team are dedicated to creating registration websites and apps, delegate management, reporting and digital badging for your event. Managing delegates is a huge task and our expert team ensure that each attendee has all the essential information they need to have an amazing event experience.



# SUSTAINABILITY



# SUSTAINABILITY

At veSpace we are passionate about the future of our planet.

As a **business** we:

Have a Sustainability Committee, dedicated to promoting green initiatives both internally and to our clients.

Are proud to have Greengage ECOsmart accreditation that reflects our commitment to sustainability.

Run regular sustainability awareness training sessions to our staff.

Support good causes by offering employees paid leave to work at a charity of their choice.

For **clients** we:

Promote highly sustainable virtual and hybrid meetings

Propose eco-friendly themed alternatives when planning events

Offer sustainable alternatives to event consumables, equipment and giveaways

Provide guidance on smart venue travel options to minimise carbon emissions

Can provide CO2 emission data for an event

Can provide carbon offsetting for events



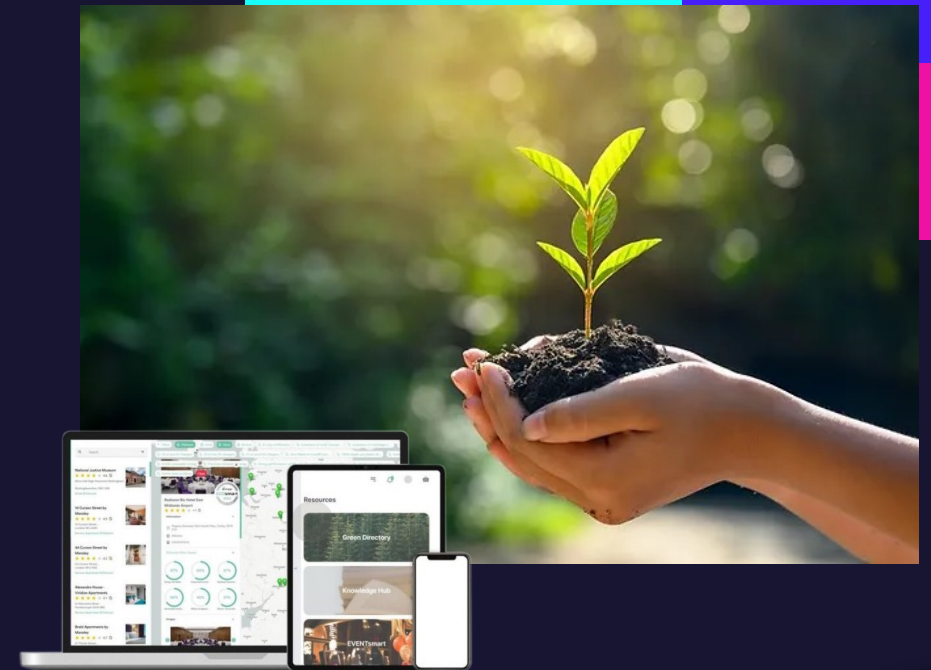
# EVENTsmart

As an industry pioneer, **veSpace** has partnered with Greengage Solutions to launch a **new sustainable initiative** for clients – **EVENTsmart**.

EVENTsmart is a carbon calculator powered by Smart Carbon that measures multiple emissions of an event.

## Benefits of EVENTsmart:

- A complete understanding of your event's carbon foot print.
- How your choices influence the environmental impact of your event.
- What can you do about it? What carbon offsetting is available?
- A consultant to help you understand your results and where to make changes.
- The ability to elevate and promote your sustainability profile.



Greengage  
**EVENTsmart**



# TESTIMONIALS

What are people saying about us?

# HERE'S WHAT OUR CLIENTS SAY

"veSpace are an extension to my team and I could not have delivered this event without them. Their support was invaluable and meant that our delegates had a wonderful experience that they will always remember"

**Quilter**

"Your team's leadership was a vital component of making our conference a success. Further to the on-hand support that the team provided during the event, their collaborative (yet structured) approach in planning for the event allowed us to tailor a brilliant end product. The team stayed flexible and drove down the organisation aspects of the event with pace and positivity."

**QINETIQ**

"Just a note of huge thanks for all your support with the C&P meeting arrangements last week. At one point I didn't think we'd get the contract through for the hotel. Your patience and resilience were tested, yet you remained professional and ever so upbeat. Working with you both is an absolute pleasure and I know I am in safe hands whenever I send an enquiry your way. Thank you again! Have a lovely week and look forward to the next one."



"I just wanted to drop you a quick note to express my sincere thanks for the role you played in organising the visit for our visitors from the US today. I don't underestimate how much thought, time and care goes into these visits in order to provide such an excellent showcase for the project and a great experience for our guests. I know you are all busy so I'm grateful to each of you for helping put together such an informative and well-planned visit in relatively short order and taking time out today to host."

**Balfour Beatty**

"A massive thanks from Sarah and I for all the help and support in making the conference the success it undoubtedly was. It was a massive team effort and a job well done. It was a pleasure working alongside you all"

**QINETIQ**

# Our **VISION,** **MISSION & VALUES**

## **ELEGANT**



With calm and poise, we always deliver the right solution, seamlessly and without fuss.

## **TOGETHER**



We are passionate about our objectives and share in our successes. Everything we do, we do as a team.

## **INNOVATIVE**



We are creative and experimental, finding new ways of delivering our best

## **REAL**



We are creative and experimental, finding new ways of delivering our best

## **FOCUSED**



We are on it. Driven and efficient. Delivering success for us and our clients.

# WHY

work with **US**



## AWARD-WINNING

Both the company and our people!



## ACCREDITED

ECOsmart, We Invest in People and ISO 27001 .



## RELATIONSHIPS

More than 30 years of experiences building strong relationships with hotels and venues across the globe.



## PERSONAL APPROACH

We're hands on and will support you throughout your event.



## VENUE KNOWLEDGE

We visit venues across the UK, Europe, Asia, UAE and America.



## SPECIALIST TEAM

We have our very own in house production and creative experts.



## FREE VENUE FINDING

We're commission based so we won't charge you for our the knowledge and experience of our venue finding team.



## SHARING KNOWLEDGE

We host a variety of Client events showcasing venues and event services.



## SAFETY CONSCIOUS

We carry out health and safety risk assessments and work with venues for Covid-related requirements.

# WHERE

we are

Our head office is based in Swindon in the beautiful south-west of England. We always love visitors so feel free to drop in and say hello!

As well as our head office, we are spread all over the UK, with offices in London, Derby & Scotland!

With all of offices, we also have lots of remote workers who are based all over the UK!

Our event experts could be next door!







ve  
Space

Thank you for taking the time to read  
our credentials