

GET TO KNOW
US...

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 along with her husband Chris. Anita's 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 **AT THE 2024 M&IT AWARDS FOR BEST EVENT PROVIDER AND 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 Core Services

Global Venue
Sourcing

Event
Management &
Logistics

Event Production
& Creative
Content

Delegate
Management

As one of the UK's **leading global venue sourcing and event agency** we provide you:

- A three-stage rate negotiation process
- Savings delivery
- Spend control
- Reporting visibility
- A cost avoidance strategy
- Process efficiency

We're Award-winning

2024 – Silver Award for Best Intermediary Agency
 2024 – Silver Award for Best Event Provider
 2023 - Gold Award for Best Event Provider
 2023 – Silver Award for Best Intermediary Agency
 2022 - Gold Award for Best Intermediary Agency (less than 40 employees)
 2022 - Bronze Award for Best Event Provider 2021 Gold Award for Best Crisis Response
 2021 - Gold Award for Best Intermediary Agency (less than 40 employees)
 2020 - Silver Award for Best Intermediary Agency (less than 40 employees)
 2019 - Silver Award for Best Intermediary Agency (less than 40 employees)
 2018 - Bronze Award for Best Intermediary Agency (less than 40 employees)



2019 Top 20 Agency (ACE)
 2019 Top 10 Incentive Agency (ACE) 2019 Fastest Growing Agency (ACE)
 2019 Silver Award for Best Agency to Work For (ACE)
 2019 'Agency to Watch' 2019 'Top Challenger Agency'
 2018 'Agency to Watch' 2018 'Top Challenger Agency'



2023 – Sydelle Estibeiro (Chilled)
 2022 – Kira Clinton
 2020 – Olivia Unsworth
 2019 – Josephine Bradley
 2018 – Will Dalzell



BUSINESS TRAVEL PEOPLE AWARDS

2024

Kim Cavilla - People Manager of the Year

FINALIST

2023

Meeting and events team of the year

HIGHLY COMMENDED

2022

Account Management Team of the Year

WINNER

C&IT AGENCY A LIST

2023

Raj Takar (Chilled Events)

2023

Pauline Zapala (Incentive)

2021

Will Dalzell
 Hay-Yeung Tang

2022

Lottie Davis

EVCOM London Live and Film Awards

2024

Best Agency Culture

GREENGAGE SUSTAINABILITY AWARD

2023

GOLD Sustainability incentive of the year

2022 Sustainability Initiative of the Year Agency (FINALIST)

CN AGENCY AWARDS

2022

Pioneer of the Year – Anita Lowe

We're ACCREDITED



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 real, our company is a blend of different people and personalities. We have pride and respect for each other and we recognise we are individuals.

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 35 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.



COMPLIMENTARY VENUE SOURCING

We're commission based so there are no charges for our team's knowledge and experience if your booking goes ahead.



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.

Global SOURCING

When it comes to planning an event, choosing the perfect venue is crucial. The venue sets the tone and atmosphere for the event and can greatly impact its success. That's where our team of venue specialists come in...



Being such an important element to your meetings and events, the perfect venue can determine the difference between perfection and lower than expected delegate feedback scores. From the right space, to the right staff, the catering, the bedroom commitments, as well as a multitude of other vital considerations, these factors play a part in ensuring a memorable experience and success in meeting your objectives.



Our venue sourcing experts help businesses navigate the complexities of identifying suitable venues, saving you time, money, and stress, ensuring we deliver the right solution, seamlessly and without fuss. We take the time to listen to our clients objectives, taking the time to understand what they like and don't like, to source that perfect venue.



With sustainability an ever more essential part of the venue journey, we're proud to be **ECOsmart accredited**. This means we're not afraid to ask the questions and ensure the venues we put forward not only meet your business objectives, but it also incorporates your sustainability initiatives.

Event MANAGEMENT

Our events team excel in understanding the unique needs of businesses and executing events that align with their objectives. From meticulously planning every detail to flawlessly executing the event on the day, we are committed to delivering a truly tailored experience.



We bring together a wealth of knowledge and expertise and have years of experience in the industry with a proven track record of consistent high-quality delivery. Whether it's multi-day internal conference, a bespoke sales event, or even a departmental meeting, our team act as an extension of your own team to ensure your event is a resounding success.



Our award-winning team of event managers oversee every aspect of the planning process, from budgeting and logistics to sourcing the perfect speaker or entertainment that ensures your event is one to remember.



Through our EVENTsmart service, we can ensure sustainability is at the forefront of your event delivery, measuring event impact, and offering ways to offset this throughout the planning process, and considerations on site.

Event PRODUCTION

Meticulous management, inception to execution, guaranteeing a seamless and memorable experience for all attendees, all goals that are realised by our event production service with a track record that speaks volumes.



Professional photography, and broadcast quality videography for your event requirements, be that for promotion, as part of your content delivery or as stunning highlights to your spectacular event.



Graphic design and presentation design by experienced in-house team to boost your creative content and maximise delegate engagement.



Bespoke set and stage design for your chosen space with the very latest in video, audio and lighting equipment, with your event show produced by one of our production team with flawless execution.



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 systems our team utilise are industry leading allowing for bespoke registration websites and apps, customised delegate management, instant reporting and digital badging.



A variety of different styles of badge can be offered, through a selection of digital and onsite printing methods. Our service includes the on-site management of this process meaning a stress-free registration environment for your team and delegates.



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.



VIRTUAL & HYBRID events

THE BENEFITS OF VIRTUAL/HYBRID EVENTS:

Enable an increased audience by removing time and travel limitations for delegates.

Reduce carbon footprint by minimising delegate travel and collateral.

Increase audience reach to a potential global scale.

Security of our fixed events being able to proceed as planned, regardless of external, physical impacts.

Enhanced analytics of the delegate journey throughout the event.

Content available on demand during and post event.

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



SUSTAINABILITY

EcoVadis

We Aim to be part of the EcoVadis programme by the end of Q4. EcoVadis is a globally recognised assessment platform that rates businesses' sustainability based on four key categories: environmental impact, labour, and human rights standards, ethics, and procurement practices.

The EcoVadis platform will help us to manage ESG risk and compliance, meet our corporate sustainability goals, and drive impact at scale. We aim to start our EcoVadis journey once we have measured our carbon emissions and enrolled in SBTi. We want to get every stage right before moving on to the next to ensure we are doing the best we can to minimise our impact on the planet.

ecoVadis

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

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

How to **BOOK** a venue with us

INITIAL ENQUIRY

Enquiry received via portal, telephone or email and response time agreed between yourself and our team member. We will ensure any mandatory information at this stage. We will ask lots of questions to ensure we're capturing everything we need, in order to meet your requirements.

PROPOSAL STAGE

Team member to contact venue/s with the enquiry, conduct a three-phase rate negotiation process, obtain added value and provisionally hold space followed by sending you a proposal.

VENUE SELECTION

We will confirm the booking on your behalf.

CONTRACT STAGE

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, such as cancellation policies and minimum numbers. veSpace will sign the contract on your behalf.

FINAL DETAILS

We will work with you to liaise all of 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.

Team member to complete a courtesy call to request feedback on both the venue and our service.

Where appropriate we will recommend UK site inspections and accompany you on these with the venues.



You can email us at:

hello@vespace.co.uk



Or call us at:

+44 (0) 1793 792200



Or visit our portal:

vespace.myeventsportal.co.uk

Leadership



ANITA LOWE
Chief Executive Officer



CHRIS PARNHAM
Chief Strategy Officer



KIM CAVILLA
Chief Operations Officer



HEIDI SHEWRING
Group Sales Director



JAMES JACKSON
Head of
Production



JILL DUNLOP
Head of
Global Events



JACQUIE FREER
Head of
Global Sales



LAURA LAW
Head of Global Account
Management



EMILY CAMPBELL
Delegate
Dynamics Director

Our CLIENTS





CASE STUDIES

Let us show you some examples of recent events delivered...

Leadership Conference

This was the first joint Boots UK and No7 Beauty Company in-person Autumn Leadership Meeting since 2019.

2000 delegates
Coventry Building Society
Arena

With you. We change for the better

Although virtual meetings have been great, they felt that there's just something about being back together again. They wanted the energy, the passion, the smiles, the networking and the opportunity to understand their strategy - In person.

The theme for this event was - 'With you. We change for the better'. The event brought together the Boots Ireland and Boots Opticians teams.

For the event design itself, we opted for an 'in the round' approach as this layout encourages engagement from a delegate perspective as it creates an immersive and inclusive atmosphere.

By arranging seating in this circular formation around the centre stage eliminated traditional barriers between the audience and the speaker, allowing for a more interactive experience.

Attendees felt a stronger connection to both the content and fellow participants, as everyone is visible and engaged with one another.

This approach has been proven to enhance audience engagement, stimulate dynamic discussions, and ultimately contribute to a more enriching and collaborative event experience.



Delegate
Management



Creative /
Production



Pre-Event
Set-Up



Supplier
Relations



Event
Management



Accommodation

Incentive - Iceland

We've held a relationship with Avon since 2018, when we were first asked to deliver the 2018 Circle of Excellence incentive to Champagne and Monaco in 2019. This event was due to run in Zanzibar 2020, but due to COVID-19 was postponed to 2021 and then cancelled altogether. We then were contracted to do their 2022 incentive where we went to Madeira. This takes us up to the 2023 trip to Iceland.



Our Itinerary

Day 1

Arrivals and dinner at Apotek

Day 2 – Adventure

Jeeps to Þingvellir National Park

Tour through the Lava Tunnel

Free time at Gullfoss Waterfall

Geysir Hot Spring to enjoy the naturally occurring hot springs

Day 3 – Cultural

Private walking tour of the city, seeing the Old Harbour, Parliament Square, and Harpa Concert Hall

More sights in Reykjavik before having lunch at KOL Restaurant

Gala dinner in the hotel's Independence Hall

Day 4 – Relaxation

Blue Lagoon – a thermal spa outside Reykjavik

Final dinner at the Food Cellar Restaurant

“As this was our fourth year working together, we knew our requirements and standards for the trip, and specifically the gala dinner.

The venue looked beautiful incorporating the colour red as a main theme! The firebreather and ice sculpture was an amazing addition that the guests loved for the gala dinner.”



Excellence Awards

MAN Truck & Bus UK wanted to throw a memorable awards dinner mixed with a day of interaction and fun.

“People felt really invested in and those that didn’t attend felt like they missed out and want to be there next year.”

Going Trackside

The decision to host a day of trackside activities at Silverstone was a strategic move to elevate the awards experience for nominees, award winners, and their partners. Recognising the need to transcend the conventional boundaries of a standard awards ceremony, our client envisioned a dynamic and immersive event that would not only honour excellence but also nurture camaraderie and lasting memories.

After a day in the pits, it was time to turn our attention to the awards.

Setting up in the IMC Room at Silverstone, we dressed the room with elegant black linen with white square on top for a chequered flag effect.

As well as the awards themselves, we had a live band and games throughout the night.

The look and feel worked well and theme ran well throughout the day. Having games in the evening worked well and gave guests a range of things to do.

Pit
Stop

Tyre
Challenge

Simulators

Scalextric
/ Batak

Hot
Laps



TEXT SLIDE OPTION 2

Venue Selection

Finding a venue that could accommodate the growing number of delegates while providing a central location for easy accessibility.

Event Logistics

Coordinating various aspects such as attendee registration, catering logistics, room setup, and onsite management to ensure a seamless experience.

Event Production

Designing and executing a visually captivating event setup, including the plenary room and exhibition area, to enhance engagement and convey key messages effectively.

Content Management

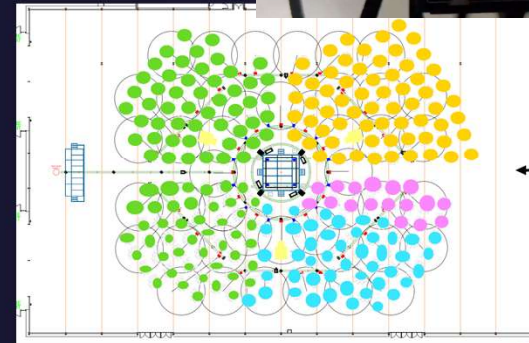
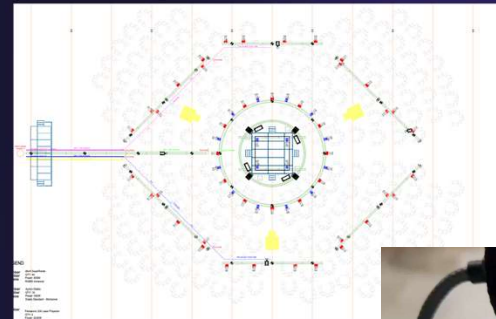
Ensuring that the content delivered by speakers was concise, engaging, and aligned with the conference objectives, despite varying presentation styles and durations.

THE BRIEF

TEXT SLIDE OPTION 3

EVENT LOGISTICS

- Our team managed attendee registration, transportation arrangements, and onsite coordination to ensure a smooth flow of activities throughout the day.
- Special considerations were made for delegates observing Ramadan, with packed lunches provided in designated areas.
- To streamline navigation and enhance attendee experience, we implemented a colour-coding system for event logistics. Over 240 tables in the plenary room were color-coded based on departmental affiliations, allowing delegates to easily locate their designated seating areas and facilitating efficient movement within the venue.



Imagery in space fr
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appropriately. It is
under frames if styl
visible text.

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!



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Space



hello@veSpace.co.uk



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