

AFFILIATED GROUP CONFERENCE SUPPORT PACKAGE

VENUE HIRE

- One free hire of the Lecture theatre and Lower Library per year, based on availability.
- Two free hire of smaller meeting rooms (Arthur Holmes, William Buckland, Council room) per year, based on availability.
- Please note any further hire of the spaces across the same year will incur a charge, according to requirements. Please contact venuehire@geolsoc.org.uk.

AV SERVICE

Lecture theatre only: £300 plus VAT

OUT OF HOURS STAFF

Early access (before 9.30am) and late stay (after 5pm): £20 per hour plus VAT

CATERING

Separate quote with in-house rates. Point of contact john@city-dining.co.uk

EVENT ASSISTANCE

This includes:

- pre-event communications
- catering liaison
- creation of Zoom Webinar (if needed)
- event overseeing during the day

This does not include:

- the management of delegates' registration or payments
- the management of Q&A both online and on-site
- the printing of badges or any material
- the management of sponsors, speakers, or rehearsal sessions