

# FCS Events Welcome

Established in 1984, FCS Events is the operating division of Flights Conference Services Limited and has over 20 years experience in meeting the needs and understanding the brief of clients wishing to stage conferences, exhibitions and many other types of event.

Our wide range of services cover every aspect of event management in a professional and efficient package designed to add flexibility to the all important pre-requisite of care and control. This is an essential element in hosting a successful event.

FCS offer a professional approach, attention to detail and ultimately client care is our priority. Honesty and integrity are of paramount importance and are the key to our success in this customer driven industry. Our wide range of experience enables us to supply services to all market sectors.



2 Trinity Place, Midland Drive, Sutton Coldfield. West Midlands. B72 1TX  
T. 0121 355 1600 F. 0121 321 2240 Email [organisers@fcs-events.co.uk](mailto:organisers@fcs-events.co.uk)

# FCS Events Associations

## Just 3 Questions:

- 1 Do you arrange an annual conference/meeting/exhibition for your members?
- 2 Does it sound like a good idea but the cost and expertise required to make this successful is prohibitive?
- 3 Would you like to outsource this function and make it a profit centre rather than an overhead?

**If the answer to any of these is 'YES' then please read on:**

FCS Events has been organising conferences and events for the Association sector for over 20 years and during this time we have developed a package of services that can be tailored to suit the needs of associations of all sizes.

An example of some of our services are:

- Conference and event management.
- Database marketing.
- Design and implementation of sponsorship packages.
- Registration and accommodation booking services.

We can demonstrate that a successful event can make a contribution to overheads or even a profit. If you would like to discuss how we may be able to help you offer your members the best possible experience please contact us to arrange a meeting without obligation.



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# FCS Events Conferences

In order to ensure your conference is a success FCS Events will:

- Source and negotiate with a suitable venue.
- Assist with creating a visual theme to flow throughout.
- Create an online presence to promote both image and attendance.
- Agree a full programme of technical content and social activities.
- Provide a complete Delegate Registration Service.
- Provide all necessary support staff.
- Manage the event through a dedicated Project Management Team.
- Event Management Financial Accounts.
- Provide a full de-brief post event with analysed feedback statistics.



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# FCS Events Events

A small business meeting or a large corporate occasion, the size of the event does not matter. The meetings industry is not just about conferences and exhibitions it may be hosting some corporate hospitality, staging a product launch or putting on your Annual Dinner. Whatever it is FCS Events will:

- Source and negotiate with a suitable venue.
- Suggest an appropriate theme for the event.
- Liaise with all guests and accompanying persons.
- Procure all necessary services and suppliers including food, beverage, transport and accommodation.
- Source and supply corporate gifts or souvenirs of the occasion.
- Provide a full de-brief post event with analysed feedback statistics.

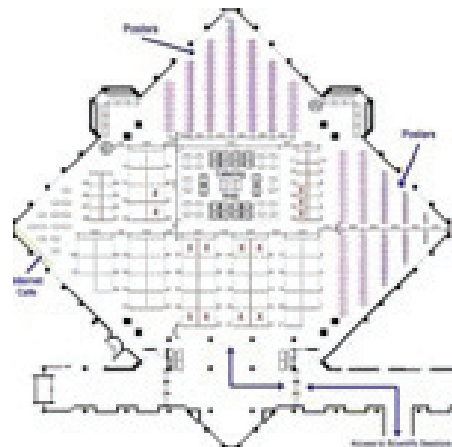




# FCS Events Exhibitions

In order to ensure your exhibition is a success FCS Events will:

- Source and negotiate with a suitable venue.
- Create an online presence to promote both image and attendance.
- Design a suitable floor plan in line with the client brief.
- Identify a list of potential exhibitors / advertisers and create a database.
- Create a complete Exhibitor's Package to promote to the database.
- Sell, allocate and administer all stands via an Exhibitors' Manual.
- Provide an Exhibition Management Team with a dedicated Project Manager.
- Administer Exhibition Management Accounts.
- Provide a full de-brief post event with analysed feedback statistics.



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# FCS Events Hotels

Many events will require that the attendees stay overnight at or near the venue to get the full benefit of the programme of events provided. In this case FCS Events will:

- Provide a comprehensive Hotel Accommodation Bureau service.
- Negotiate rates appropriate to the guest profile with all hotels.
- Liaise with delegates, exhibitors and guests to meet their needs fully.
- Manage allocations of rooms at all selected hotels.
- Supply all necessary rooming lists to hotels identifying all guest requirements.
- City centre high rise or country house, whatever suits your event best.



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# FCS Events Other Services

Back up services can be provided for any event. If required FCS Events will:

- Source and negotiate sponsorship opportunities. We will design and negotiate a range of sponsorship packages to sell to your industry's key suppliers. This could be a source of income that could turn an overhead into a profit centre.
- Provide a Media Support centre.
- Conduct appropriate risk assessments where necessary.
- Arrange event insurance to provide cover against cancellation or curtailment.
- Provide comprehensive financial accounts for each event.
- Source and supply a range of corporate gifts.

