

# INTERNATIONAL MEETINGS, CONFERENCES, INCENTIVES

**Full service design, development, management and delivery of International meetings, conferences, and incentive travel programmes around the world.**

## Key Focus Areas:

- Venue finding
- Destination selection
- Accommodation (booking & liaison)
- Ground programme planning
- Transport (international - flights)
- Transport (local – transfers)
- Banqueting, restaurants, gala dinners
- Activities programme
- Team building
- Conference, meeting production
- Meeting facilitation
- Content development
- Pre programme promotion for incentives
- Dedicated event websites

## Locations:

- We have delivered programmes in Austria, Belgium, Bermuda, Brazil, Croatia, Denmark, France, Holland, Ireland, Italy, Portugal, South Africa, Scotland, Switzerland, UK and the USA... to name a few!

## Budget Guide

- We work backwards from your declared budget or forward from your brief.
- We operate fully open costings with pre agreed management fees on bought in services and pre agreed time charges for our input pre, during and post event.

## Partnering

- We will partner any existing agency or supplier you may have as required for flights, travel logistics, team building etc.

## What's Included

- Dedicated event director
- Full site inspections
- On site delivery team
- Full fiscal management



**MEETINGS | OFF-SITES | CONFERENCES | AWAY-DAYS | INCENTIVES**

**020 3397 8999 | [info@poissonrouge.co.uk](mailto:info@poissonrouge.co.uk) | [www.poissonrouge.co.uk](http://www.poissonrouge.co.uk)**