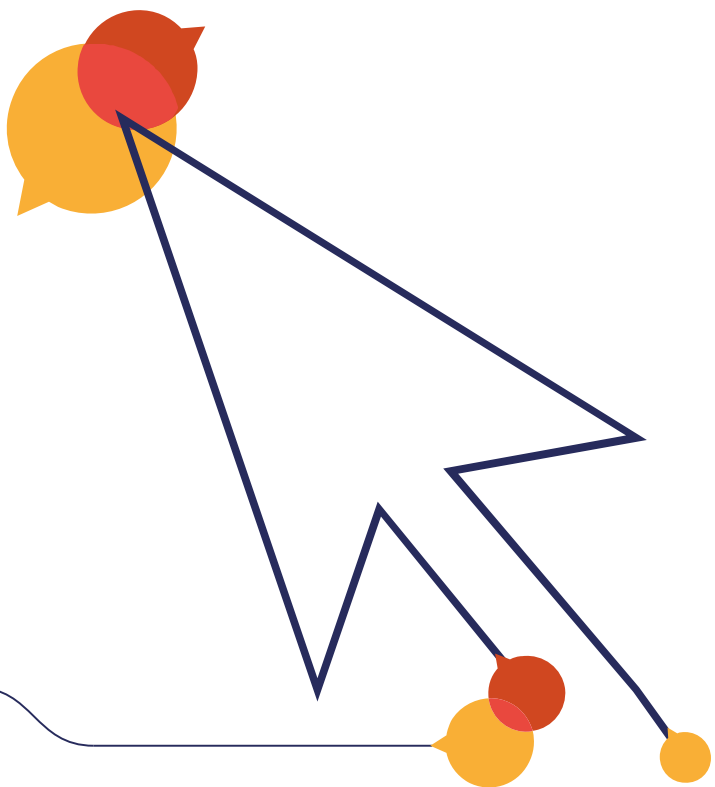




accidents don't have to happen

RoSPA Event Management Services





accidents don't have to happen

Event Management Services

Contents

Contents	2
About RoSPA Event Management Services	3
About RoSPA	3
What sets us apart from any other event organiser?	3
Our experience	4
Overview of event management services	4
Summary of benefits unique to RoSPA	5



Event Management Services

About RoSPA Event Management Services

About RoSPA

Since 1917, RoSPA has established itself as one of the world's leading safety organisations as well as the UK's primary accident prevention charity. We have an unrivalled name and reputation in the field of accident prevention, road safety, at work road safety and especially in the field of occupational safety.

As an organisation we operate in a very transparent way and as part of this selection process you would be more than welcome to visit our head office in central Birmingham.

We are a not-for-profit organisation whose charitable status enables close working with the HSE and government, which adds to our expertise. We are proud to have the Queen as our patron.

Although RoSPA supplies training, consultancy and some events on a commercial basis, we are a registered charity and all of our work is centred on two core principles - our vision and mission:

Our vision: Life, free from serious accidental injury

Our mission: Exchanging life-enhancing skills and knowledge to reduce serious accidental injuries

What sets us apart from any other event organiser?

As a registered charity our event management fee is re-invested back into our charitable vision and mission, meaning that by choosing us you're directly helping to finance activities including campaigning, research and injury data collection. By working with RoSPA your money goes further; not only will you be the recipients of expertly planned and delivered events, you'll also be making a valuable contribution towards injury prevention.

RoSPA is a well-known brand name that has led the way in injury prevention for over 100 years. As a result of this experience we have direct access to the latest health and safety knowledge, speakers and enjoy long-standing relationships with key organisations. Like USHA we too are a membership organisation, so we understand the value required for members.

We really are a cost effective service - after all, we're part of a charity and we are skilled at making every penny count!

Find out more about our campaigns at www.rospace.com/campaigns



Event Management Services

Our experience

We've been developing RoSPA events for more than 60 years so we really understand what it takes to create flawlessly planned, maximum impact occasions.

RoSPA's team is friendly, professional and experienced, we take pride in our can-do attitude. Meet the team in appendix 1.

We run around 25 RoSPA events a year including:

- our annual award ceremonies and gala dinners which attract annually 3200 guests over four evenings
- policy conferences on Road, Water, Home, Play and Occupational safety
- networking forums
- roadshows for our volunteer advanced rider and driver (RoADAR) network
- strategy launches and private events at the House of Lords
- exhibitions both co-located with our events and a large (168sqm) stand at the Safety and Health Expo.

The RoSPA events department offers an event management service to public and private clients with similar aims to ours, USHA and your events mirror RoSPA's values.

Clients we've worked with previously are:



Overview of event management services

RoSPA allocates a single point of contact on approval of a proposal. This dedicated event manager will ensure that the clients time is protected from having to deal with the details of the event but also guarantee that the needs are met in achieving your objectives.

Expert in efficiency and time management, the event manager will ensure that deadlines are met and that the event is delivered in line with budget without compromising standards. The event manager will be on-site at the event to manage every eventuality, ensuring that the event is executed to the agreed plan.

Our event management offering can include:

- Programme and event development
- Liasing with the client to produce and manage the event budget
- Attending pre-event site visits
- Attending and contributing to planning meetings
- Organisation and administration
- Speaker liaison



Event Management Services

- Co-ordinating logistics
- Co-ordinating suppliers
- Attendee administration (including online bookings)
- Budget/invoice management
- Event proceedings
- Venue management
- Administration from the outset
- Attending and managing the on-site requirement (including delegate registration)
- Formatting and collating delegate pack information

If required, a dedicated contact will be identified within the RoSPA events team to manage speaker and delegate support. Included in this service are:

- Follow-up telephone calls once invitees have been mailed
- Informing attendees of the relevant event logistics (joining instructions)
- Producing name badges and handout information

Summary of benefits unique to RoSPA

RoSPA has:

- A well-known brand name, which the market associates with top quality health and safety events
- The background to plan a health and safety event with speed and confidence. Research into specific topics will be undertaken before each event
- The ability to source speakers relevant to health and safety events (and find substitutes should last-minute problems arise)
- Marketing media, databases, staff resources and experience
- Flexibility in the level of service required





accidents don't have to happen

RoSPA Head Office

28 Calthorpe Road
Birmingham
B15 1RP
t +44 (0)121 248 2000

RoSPA Scotland

43 Discovery Terrace
Livingstone House
Heriot-Watt University Research Park
Edinburgh
EH14 4AP
t +44 (0)131 449 9378/79

RoSPA Wales

2nd Floor
2 Cwrt-y-Parc
Parc Ty Glas
Cardiff Business Park
Llanishen
Cardiff
CF14 5GH
t +44 (0)2920 761306

RoSPA Northern Ireland

3 Orchard Close
Newpark Industrials Estate
BT41 5GH
t +44 (0)28 9050 1160

General Enquiries

t +44 (0)121 248 2000
t +44 (0)121 248 2001
e help@rospa.com
twitter.com/@rospa
facebook.com/rospa
linkedin.com/rospa

www.rospa.com

Registered Charity No. 207823
VAT Registration No. 655 131649

