

Event profile: Informing Public Policy

A two day conference bringing together social researchers and policy makers to explore their evolving relationship and to develop mutually beneficial links.

Client	National Centre for Social Research (NatCen) and the London School of Economics (LSE).
Venue	Hong Kong Theatre, London School of Economics
Duration	Two days
Invites	We distributed conference invites across the public sector and academic community and followed this with an extensive email campaign highlighting the speakers; thematic discussions and networking opportunities. We negotiated features on relevant websites.
Delegates	Researchers and policy makers from across the public sector, representatives from think tanks, academics.
Numbers	Fully subscribed with over 260 people attending over two days.
Speakers	Academics, researchers, policy makers
Exhibitors	Research organisations and academic publishers
Format	Plenaries, thematic discussions, poster session

We worked with NatCen and LSE for over six months on the Informing Public Policy conference. We arranged the design and printing of the conference brochure, ran an extensive email campaign and managed the conference website.

On the financial side we received all bookings, handled online, BACS and cheque payments and managed the event budget.

We liaised with the speakers, theme leaders and abstractors and collated all the papers into a conference pack. We managed all the presentations, ensuring they were available in the relevant rooms and presented online after the event.

On the day we completed the setup and managed the event, registering delegates, providing a helpdesk, greeting speakers and theme leaders and keeping the event on schedule.

It's our job to make your event a success: If you are organising a conference and need a hand give us a call on 0845 130 2038. We are experienced, flexible and friendly.