

Event profile: THINK Launch Event

A Saturday morning event to launch the Tower Hamlets Local Involvement Network and seek local residents' views on health services.

Client	Tower Hamlets Local Involvement Network (THINK)
Venue	London Muslim Centre, Whitechapel
Duration	One day
Invites	Local press advertising organised by our client
Delegates	Local residents and community representatives
Numbers	Around 100 visitors
Speakers	Senior managers from local healthcare providers
Exhibitors	Stands covering eight health themes plus Healthcare for London, London Ambulance Service NHS Trust
Format	Exhibition followed by short speeches, a quiz and finishing with lunch.

THINK arranged the event publicity and organised staff and volunteers to consult with visitors while we:

- Liaised with the venue to achieve the best possible layout
- Dressed the hall to improve the aesthetics
- Recruited and briefed speakers recommended by THINK
- Liaised with exhibitors on layout and practical arrangement
- Sourced conference bags and pens
- Arranged name tags for staff and volunteers
- Setup the venue on the day with THINK staff
- Welcomed and guided visitors
- Provided a helpdesk to deal with queries

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.