

Our Service Range”

We support you in planning your event!

Tell us what kind of event you´re planning,
and we´ll place the right **rooms**,
together with the best **event technology**,
the necessary **expert personnel**,
and all the supporting **business services** at your disposal!

➤ Selecting a date

We help you to choose the most suitable rooms, and to draw up an individual room plan for the planned event. To do this,

we need the following information:

- ✍ Type of planned event
- ✍ Expected number of participants
- ✍ The date(s) you have in mind.

See Enquiry Form!

➤ Reserving rooms and drawing up the Rental Agreement

Once the date of the event, including days needed for setting up and dismantling, the necessary rooms, and the time when the event is to begin have been finally fixed, you´ll receive a **Rental Agreement together with supplementary documents** such as

- Rules of the building with safety data sheet
- A form for registering an event
- Service & info sheet with important addresses
- Check lists to help you plan your event

➤ Inclusion in the Calendar of Events

After confirmation of the Rental Agreement, the event is included in our **Calendar of Events**, which is sent out to interested customers, visitors, media and companies every month.

We are always ready to insert a link into your homepage, or to present additional information about your event (flyers in A5/6 format or information as a Word document for e-mailings).

If you would like to be included on this mailing list, we ask you to let us know your postal or e-mail address.

➤ Expert advice offered by your Project Manager

Once an event has been booked at CCV, the Project Team gets down to work! Acting on behalf of the event organizer, the **Project Manager** responsible coordinates processes in the building, in close cooperation with the Technical Team.

Communication is an absolutely indispensable part of this process!

Through many telephone calls, e-mails and joint discussions – it's not unusual to have up to twenty meetings during the run-up to an event – the precise running order of a convention, a conference, a show, etc. will be exactly defined. Flexibility and creativity are demanded of the Project Manager to enable him/her to take all the cooperating firms into consideration.

Furthermore, in order to be able to guarantee smooth handling of the event, your Project Manager places special importance on the following points when planning and executing your event:

Discussion of your ideas and deciding on the necessary

1. Rooms and seating variations e.g.
 - ✓ Deciding on the timed running order of events
(delivery, setting up, rehearsals, admittance of the public, commencement, coffee breaks, dismantling)
 - ✓ Selecting the most suitable main and side rooms
 - ✓ Deciding on the room and stage design
 - ✓ Deciding on the seating variations
2. Additional infrastructural facilities, such as
 - Information/reception desk, registration desks
 - Press lounge, media room
 - Ticket office, doctor's office, slide show preparation room, storeroom
 - Organizers' office, furnished and equipped
 - Visitors' cloakrooms and performers' dressing rooms
 - Catering room for actors
3. Event technology services, e.g.
 - ✓ Deciding on the lighting and audio plan, as well as the stage technology
 - ✓ Selection of the microphone types needed
 - ✓ Selection of the screens, projectors, video/CD machines, etc. to be used
 - ✓ Stage design
 - ✓ Equipment such as boards, speakers' lecterns, platforms, exhibition walls
 - ✓ Selection of the musical equipment (music stands, concert grands)
4. Personnel requirements, e.g.
 - Stage, lighting and audio technicians
 - Media and conference technicians
 - CCV technicians
 - Extra staff for setting up and dismantling
 - Roadies for loading work
 - Hostesses

- Ticket staff
- Cloakroom attendants
- Cleaning staff
- Security staff

5. Other requirements, e.g.

Floral decorations

Decorating with flags, banners

Decorations

Power, telephone, ISDN and Internet connections

Conference and seminar equipment

Transparencies, posters, boards

Photo service

➤ Drawing up a cost estimate

The **cost estimate** is based on the above requirements and includes hall rental costs, event technology, equipment and furniture, personnel and any other costs.

Please ask for our current scale of charges!

➤ Putting you in touch with the relevant partners

We're happy to help you in the process of finding and making contact with the relevant partners, e.g. authorities, public offices, media, event agencies, suppliers, etc. whom you will need in the course of planning your event.

➔ **See Partners!**

➤ Final discussion and drawing up a planned running order for the event

In the final discussion, the Project Manager goes over every point of the planned running order of the event in detail, together with the organizer.

Subsequently, the **final running order** is decided upon and passed on to everyone involved in the event – from the cloakroom attendant to the fireman.

➤ Coordination of the running order organization, executing the event and ensuring it goes smoothly

The event is now held, based on the planned running order.

Behind the scenes, CCV's experienced, ambitious organizational and technical team has everything well in hand, and takes care of the smooth running of your event.

We want to help ensure the success of your event and make it a wonderful experience for both you and your guests!

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