



# CONFERENCE OFFICE DROP IN SESSIONS - 2018

Every third Wednesday of the month in 2018, 12-2pm

21 February – BIO Café

16 May – ARTS Hub

21 March – TPSC Foyer

20 June – TEC foyer

18 April – ENV foyer

18 July – Vista

Drop in and meet the Conference team to talk about planning a conference on or off campus.

Future dates will be announced

- Conference
- Meeting
- Event
- Seminar
- Workshop
- AGM
- Bed & breakfast
- Self catering
- Fine dining

## Question and answer sessions

Examples of a registration desk, delegate badges, lanyards, signage, branded items, menus, price lists.

Chat to the team about date availability, best venues on campus, tailoring your event, online booking pages, help with proposals and budget planning ideas.



Contact the Conference Team

[conferences@uea.ac.uk](mailto:conferences@uea.ac.uk)

[www.uea.ac.uk/conferences](http://www.uea.ac.uk/conferences)

Ext 1111