

As one of the finest function centers in Limassol, Carob Mill Restaurants' unique venues are excellent meeting solutions for either small gatherings or large functions. The exceptional standards of service ensure that any type of function is completed smoothly, meeting all requirements. Our team will work with you from the initial enquiry until the end of the event, assisting you with all details and administration procedures.

Related Services & Audiovisual	
Related Services	Audiovisual
Fully Air-conditioned Flipchart Staging Podium Free Wi-Fi Administration Services Parking areas	Theme Lighting (Richard & Berengaria Ballrooms) DVD + CDR player Projector (Richard Ballroom) Projector Screens (Richard Ballroom) Microphone Interactive board (conference room) Technical Support

Useful Tips

<p style="text-align: center;">Planning</p> <p>Clarify the aims and the objectives of the conference Introduce the people involved in the conference and their roles Plan an activity schedule to include all tasks to be undertaken and by whom Produce an event planning and the arrangements to be booked Develop the conference theme and the program Arrange the necessary meetings with the planning team</p> <p style="text-align: center;">Accounts</p> <p>Collect and negotiate with suppliers and venues for fees and costs Prepare the conference budget and the final set of accounts</p> <p style="text-align: center;">Program</p> <p>Set the objectives for the speakers so to prepare their content Plan your timetable for conference program and draw up the workshop</p> <p style="text-align: center;">Keynote speakers</p> <p>Invite the speakers and confirm the objectives of the conference with them Request summary of speech and their audio visual requirements and set deadlines for receipt Decide on session and workshop topics and produce a book of abstracts</p> <p style="text-align: center;">Venue, Accommodation and Transport</p> <p>Book the venue of your preference and provide with the event schedule Confirm and book the travel tickets, the hotel accommodation and the transportation if necessary Provide hospitality desks at airports and files of useful tourist information</p> <p style="text-align: center;">Audio Visual Equipment and Staging</p> <p>Decide on what equipment is required (staging, audio, lighting, microphones) for the conference and the workshop</p>	<p>Draw up an Audio Visual production schedule Contact us to arrange the necessary audio visual equipment you may need</p> <p style="text-align: center;">Delegate registration</p> <p>Produce the conference website, certifications of attendance, information packs & brochures Set up online registration, dedicated phone lines and emails Send out invitations and related documents Prepare and send the registration forms</p> <p style="text-align: center;">Delegate Information</p> <p>Promote the conference website, certifications of attendance, information packs & brochures Produce of delegate attendee list with contact details and name badges</p> <p style="text-align: center;">Marketing & PR plan</p> <p>Draw up sponsors proposals to support the event Draw up a media action plan with timescales to promote the conference Draw up an advertising plan to advertise the conference</p> <p style="text-align: center;">Delegate Requirements</p> <p>Confirm the final number and names of attendees Corporate gifts and giveaways Liaise with the venues regarding accommodation and final arrangements</p> <p style="text-align: center;">1 week before</p> <p>Coordinate with us and provide all the necessary equipment Collect from all the speakers their briefings and presentations</p> <p style="text-align: center;">1 day before</p> <p>Provide us with any secretarial and administrative assistance like general information files for the conference desk Provide the table menus, table cards and place cards Supply of flowers and arrangements Provide any additional necessary equipment Set up the registration facilities and the conference office</p>
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