



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

Fully Air-conditioned
Flipchart
Staging
Podium
Free Wi-Fi
Administration Services
Parking areas

Audiovisual

Theme Lighting (Richard & Berengaria Ballrooms)
DVD + CDR player
Projector (Richard Ballroom)
Projector Screens (Richard Ballroom)
Microphone
Interactive board (conference room)
Technical Support

Useful Tips

Planning

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

Accounts

Collect and negotiate with suppliers and venues for fees and costs
Prepare the conference budget and the final set of accounts

Program

Set the objectives for the speakers so to prepare their content
Plan your timetable for conference program and draw up the workshop

Keynote speakers

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

Venue, Accommodation and Transport

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

Audio Visual Equipment and Staging

Decide on what equipment is required (staging, audio, lighting, microphones) for the conference and the workshop
Draw up an Audio Visual production schedule
Contact us to arrange the necessary audio visual equipment you may need

Delegate registration

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

Delegate Information

Promote the conference website, certifications of attendance, information packs & brochures
Produce of delegate attendee list with contact details and name badges

Marketing & PR plan

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

Useful Tips

Delegate Requirements

- Confirm the final number and names of attendees*
- Corporate gifts and giveaways*
- Liaise with the venues regarding accommodation and final arrangements*

1 week before

- Coordinate with us and provide all the necessary equipment*
- Collect from all the speakers their briefings and presentations*

1 day before

- 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*