

IHBC Enterprises Ltd

Event booking and admin service

IHBC Enterprises Limited can offer an event booking and administration service to IHBC branches at the preferential non commercial rates shown below.

Variable rate option (plus VAT which will be payable at current rate)

- Less than 50 delegates £280
(set up costs remain high even with lower delegate numbers)
- 50 - 100 delegates £320
- 100 - 150 delegates £370
- 150 plus delegates £420

This option includes:

1. Electronic booking service with customized website for all conference details (see separate page for guidelines)
2. Emailed joining instructions to delegates
3. Emailed invoices to delegates on behalf of the branch (invoices are to be paid direct to the branch)
4. Preparation of delegate list ready for printing (but not the printing or carriage)

Fixed rate option (plus VAT which will be payable at current rate)

- £500 regardless of delegate numbers, this is an enhanced service which includes taking payments and *pursuing late payments.

This option includes:

1. Electronic booking service with standard website for all conference details (see separate page for guidelines)
2. Emailed joining instructions to delegates (see separate page for guidelines)
3. Financial management - issuing invoices, taking payments, paying expenses, etc
4. Preparation of delegate list ready for printing (but not the printing or carriage of same)
5. *The fixed rate option also includes pursuing payments which are not received by email up to three times. Any outstanding invoices at that point will be handed back to the branch to either pursue or write off as bad debts.

Terms for both options

1. Does not include two tier delegate rate (ie early bird and standard)
2. Does not include any supplementary charges to standard delegate fees
3. Settlement of any bills by IHBC Enterprises will be re-invoiced to branch funds (see also item 8)
4. All profits can be held by branch
5. IHBC or IHBC Enterprises does not underwrite loss and the fee is still payable if the conference is not successful
6. All information for joining instructions must be provided by branch in advance. (see separate page for guidelines)
7. All information for programme details for website must be provided by branch in advance (see separate page for guidelines)
8. Does not include any printing or carriage but this can be negotiated at cost if required

9. Does not include hire of venue or payment of venue costs
10. Does not include management of speakers
11. Does not include for any IHBC Enterprises presence at the event – all work will be done remotely

Optional Extras (plus VAT which will be payable at current rate)

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| • Two tier delegate rate (ie early bird and standard) | £100 |
| • Drawing up and sending by email a feedback survey to delegates | £100 |
| • Any supplementary charges to standard delegate fees | £ 75 |
| • Uploading of speaker presentations to website after the event | £ 75 |
| • Weekly spreadsheet update of bookings | £ 50 |
| • Any additional email circulations to delegates | £ 30 |
| • Delegates can pay by card – there is no cost to the branch | |