

IHBC Enterprises Ltd

Event booking and admin service

Event Website & Booking Guidelines

Address

Please choose a website address using the format *.ihbc.org.uk and check with Joanna Theobald (contact@ihbc.org.uk) before publishing your flyer.

Theme

Where possible we will match your flyer to the website design.

- Website, content and booking form should be submitted to contact@ihbc.org.uk 3 weeks before booking is intended to commence. (Please note this must not coincide with the IHBC Annual School)
- Content for joining instructions should be submitted to contact@ihbc.org.uk 3 weeks before the event.

Content

Based on an IHBC Enterprises template, your website can include the following:

- Homepage with logos, sponsors, date, time, location and fees, flyer image (where possible)
- Introduction
- Information (e.g. venue, interactive map)
- Speakers - drop down tabs of biographies (a short para on each)
- Programme, presentations & tours (if applicable)
- Booking and delegate fees

If you require any more pages we will try to accommodate your needs.

Booking procedure

A confirmation email is automatically sent to the delegate and cc'd to Enterprises plus anyone you nominate.

Spreadsheet updates will be sent to you fortnightly.

Joining Instructions

Using an IHBC Enterprises template, an email will be sent to all delegates 2 weeks before the conference and any booking after this time will receive a link to the online pdf.

If any changes are required subsequently please contact us as soon as possible and we will endeavour to include these.

For queries regarding your website/booking form or joining instructions please contact:

Joanna Theobald, contact@ihbc.org.uk (07342 389715)