

Event & Conference Management

Boston, Massachusetts (USA)

24 - 28 March 2025

UK Training

PARTNER



Event & Conference Management

Code: LM28 From: 24 - 28 March 2025 City: Boston, Massachusetts (USA) Fees: 5700 Pound

Introduction

Welcome to the comprehensive 5-day Event and Conference Management training course! This course is designed to equip participants with the essential skills and knowledge needed to effectively plan, organize, and manage events and conferences. From mastering the basics to advanced techniques, this course covers a wide range of crucial topics that are key to successful event management.

Whether you're currently working in event management or looking to develop your skills in this field, this course will provide you with the tools to handle every aspect of conference management, from conceptualization to execution.

Course Objectives

- Gain a thorough understanding of the event and conference management process.
- Develop the ability to plan and execute successful events.
- Enhance your skills in marketing and promoting events.
- Learn effective budgeting and financial management for events.
- Understand risk management and problem-solving during events.

Course Outlines

Day 1: Introduction to Event & Conference Management

- Understanding Event Management: Definition and Scope
- Types of Events and Conferences: From corporate conferences to social events.
- Key Roles and Responsibilities of an Event Manager.
- Event Planning Process: From Concept to Completion.
- Developing an Event Concept: Vision, Goals, and Objectives.

Day 2: Event Planning and Coordination

- Venue Selection and Management for events and conferences.
- Creating Event Timelines and Schedules.
- Supplier and Vendor Management.
- Event Logistics: Transportation, Accommodation, and Catering.
- Using Technology in Event Management: Tools and Software for better planning.

Day 3: Marketing and Promoting Events

The logo for UK Training Partner features the text 'UK Training' in a small, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The text is positioned on a white and grey checkered chessboard background. In the foreground, there are three chess pieces: a silver pawn, a silver knight, and a gold king, arranged in a line from left to right. The background also features a series of concentric, light grey circles radiating from the center.

- Developing a Marketing Plan for Events.
- Digital Marketing Strategies for Event Promotion.
- Social Media Promotion and Engagement for event visibility.
- Designing Effective Event Communication Materials.
- Sponsorship Acquisition and Management.

Day 4: Financial and Risk Management

- Budgeting and Financial Planning for Events.
- Cost Control and Financial Oversight.
- Fundraising and Revenue Generation for events.
- Risk Management and Contingency Planning during events.
- Legal and Ethical Considerations in Event Management.

Day 5: Event Execution and Evaluation

- On-site Event Management and Coordination.
- Managing Event Staff and Volunteers.
- Handling Emergencies and Unexpected Situations during events.
- Post-Event Evaluation and Feedback.
- Measuring Event Success: Metrics and Reporting.

Conclusion

This course is designed to provide you with the essential skills for professional conference management and effective event management. Whether you're tasked with organizing a corporate conference or a large public event, you will learn best practices in event planning, budgeting, marketing, and logistics. In addition, we will cover important topics like event management technology, sustainable event management, and strategies for managing risks and ensuring legal compliance.

Throughout the course, you will gain valuable insights into event management skills and practical knowledge that will help you execute a successful event from start to finish.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles.

UK Training
PARTNER

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



BLACKBIRD
FOR TRAINING

 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training
PARTNER

