

OUTSOURCED EVENTS

Outstanding events for
associations and global
technology brands

Live • Hybrid • Virtual



MEMBER OF
IHG
HOTELS & RESORTS

WINNER

WINNER OF THE BEST EVENT FOR 2024




AGENCY AWARDS
ON

PCO AGENCY
OF THE YEAR
2023 WINNER

**WOMEN
OWNED**
WWW.WOMENOWNEDLOGO.COM



Introduction



Our talented team
takes care of the details
so you don't have to

Outsourced Events is an **award-winning**, passionate and innovative **Professional Conference Organiser (PCO)** and full-service event management agency.

We have been **delivering successful events and engagement** to the associations, not-for-profit and technology sectors since 2001.

At Outsourced Events it's our job to **turn ideas into a reality**. We listen to our clients, collaborating to deliver outstanding events for you and your members.

We've curated some of our best tips to make your next event a success. **Remember these are all things we can help you with.**

Inclusivity

Top Tip

Equity, diversity and inclusion of all kinds are essential for making sure all your delegates are welcome, included and safe.

We recommend formulating a code of conduct and a safer spaces policy and sharing them widely. Review your content and materials: how can they be made more accessible to as wide an audience as possible?



Scan the QR code to download the free Seeing AI app for the blind

Innovation

Top Tip

Taking an innovative, creative approach to every aspect of your event will maximise member engagement and retention. By incorporating collaboration, you will increase impact and deliver a remarkable event.

Brainstorming sessions are a great way of identifying what type of content your audience will be interested in and working out what the current hot topics and challenges are in your sector.

*The OE team is **professional, customer-focused** – both to us and our members, and **highly experienced in running conferences and exhibitions.** In addition, **they are an absolute joy to work with!***

RCOT

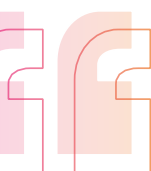


Finance

Top Tip

Meeting audience expectations while staying within budget is crucial. From pre-event to post, a comprehensive and realistic financial plan will deliver the best return on your investment.

Our team of finance professionals include five part- and fully qualified accountants. Our wider team work hard to keep your event in budget, including regular reporting, multi-currency VAT reconciliation and maximising revenue streams.



We appointed Outsourced Events to manage our membership and series of events and to provide insight into dealing with sponsors. We are delighted with the results.

— EUC Forum

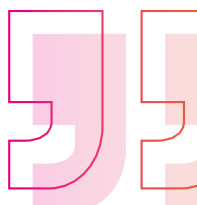


Sponsorship

Top Tip

Sponsorship income plays a crucial role in helping associations fund key activities and enhance member services. We offer tailored sponsorship sales and management services designed to help associations increase revenue by connecting with the right partners.

By outsourcing sponsorship management, you ensure a professional, streamlined process that maximises value for everyone involved. We're here to support your association's financial health and growth, helping you secure the resources needed to continue serving your members effectively.

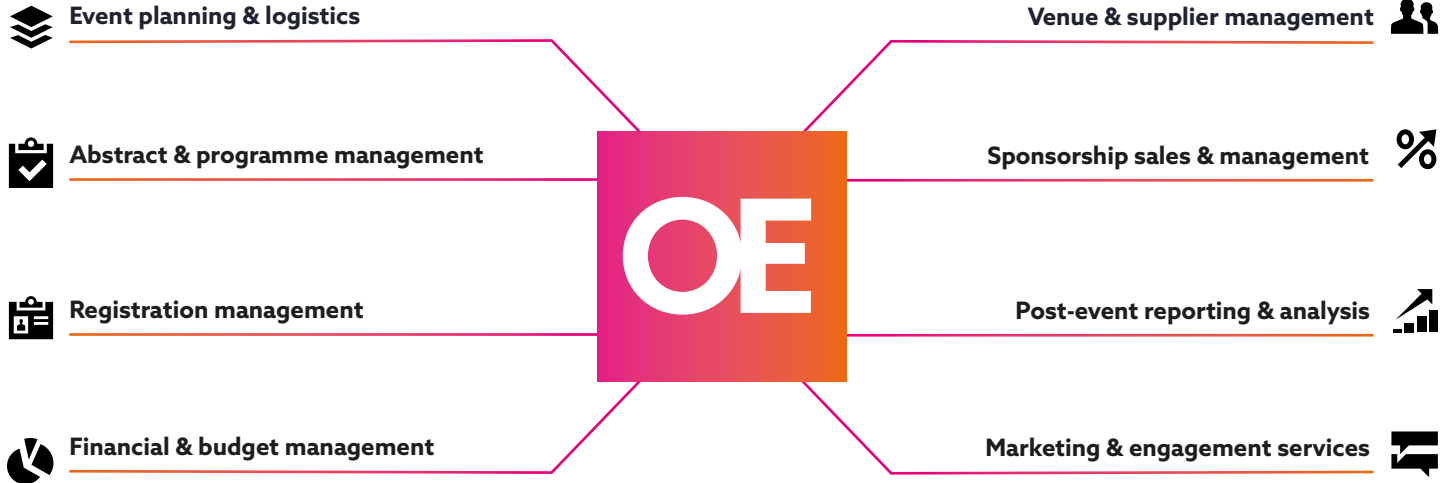


OE assisted us to massively increase the number of sponsors and host the highest attendance in the event's history.

— BMFMS

Our PCO services

Scan the QR code to find out how our team of event professionals can help make your next event an outstanding success





Abstract management

Sustainability & event legacy

Top Tip

Top Tip

We advise using an abstract management tool to streamline your call-for-abstracts process. By centralising abstracts, it reduces your administrative workload and ensures consistency across evaluations, allowing your reviewers to score and provide feedback within a unified platform.

This transparency and organisation helps your technical programme committee make informed decisions while keeping the process fair and timely. Automated notifications, tracking and reporting features enhance your event management team’s communication with authors and streamlines follow-up actions, ultimately saving you time and creating a smoother experience for everyone.

Our team of experts can guide you to the right abstract management tool and provide support every step of the way.

Events have the power to make a lasting impact that extends well beyond the event day. By carefully planning an event’s legacy, you can boost economic growth, strengthen social connections, encourage sustainability and create positive change.

By focusing on environmental sustainability in your planning—like choosing local catering, eco-friendly merchandise and green transportation—you can make a big difference. These choices not only reduce your event’s carbon footprint but also inspire good practices in the surrounding community.



View our recent webinar on The Power of Event Legacy: CSR Strategies and Member Benefits for Associations



Read about The Lasting Impact of Event Legacy



(Y)our team

Our award-winning team of 40+ exceptional event professionals include “C&IT Agency A-List” event planners and a full member of the Association of British Professional Conference Organisers (ABPCO).

We have vast experience of planning and executing every size of event from board meetings to conference and exhibitions; all of which require attention to detail, creativity and process.

Whether you need support with just one aspect, like print-on-demand registration, or full end-to-end event management support, our team would love to become an extension to your team.

Chat to us about your next event



Recent clients



OUTSOURCED EVENTS



Working with **Outsourced Events** felt less like a work project, and more like a get-together with friends to **combine forces, share goals, overcome challenges, celebrate successes, and thoroughly enjoy the process** along the way.

— **British Neuroscience Association**

