

## Virtual conference support packages

Free	£5 per delegate or £1,000 upfront fee	£10 per delegate or £1,900 upfront fee
<ul> <li>Use of Zoom webinar account, up to 100 people</li> <li>GSL planning and guidance documentation</li> <li>Increased attendance limits available at a fee</li> </ul>	<ul> <li>Zoom webinar license up to 1,000 people</li> <li>Optional streaming on social media</li> <li>Free and paid registrations managed</li> <li>Run-through and tutorial led by conference staff</li> <li>On-call support during the day</li> </ul>	<ul> <li>Zoom webinar license up to 1,000 people</li> <li>Optional streaming on social media</li> <li>Free and paid registrations managed</li> <li>Development of conference materials, including meeting booklets</li> <li>Social media advertising plan and materials</li> <li>Run-through and tutorial led by conference staff</li> <li>Management of speaker communications</li> <li>On the day hosting by conference staff</li> </ul>

Contact <a href="mailto:conference@geolsoc.org.uk">conference@geolsoc.org.uk</a> for more information



## In-person conference support packages

Free	£7 per delegate	£13 per delegate
<ul> <li>Hire of Burlington House lecture theatre and lower library 9:30-17:30 (once per year)</li> <li>Catering Liaison</li> <li>Advertisement on GSL conference calendar</li> </ul>	<ul> <li>Hire of Burlington House lecture theatre and lower library 8:30 – 19:00</li> <li>Catering liaison and selection</li> <li>Advertisement on GSL conference calendar</li> <li>Free and paid registration management</li> <li>Badge printing and set-up</li> <li>Set-up of remote broadcasting on license provided by SG</li> </ul>	<ul> <li>Hire of Burlington House lecture theatre and lower library 8:30 – 19:00</li> <li>Catering liaison and selection</li> <li>Advertisement on GSL conference calendar</li> <li>Free and paid registration management</li> <li>Badge printing and set-up</li> <li>Remote broadcasting through GSL license and use of engagement tools</li> <li>Poster and advertising design</li> <li>Creation of delegate pack</li> <li>Management of speaker communications/expenses</li> <li>Management of sponsors and payments</li> <li>Arrange conference dinner</li> </ul>

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