The Savoy Event

Status and Actions 2 October 2019

Objective

Re-enact the Savoy hotel meeting with the new face of the institute, supporting our members in meeting the demands of the industry over the next 100 years. Strong WilAT / YP / International feel.

Walk through

Set up from xxx am tbc

Speaker briefing 12:45 tbc

Record SPH message for Hong Kong 1pm

Meet and greet in main foyer

Accessible entrance is main reception and savoy will allocate a member of staff to accompany guests with special access requirements.

Human sign posting to room – by Savoy

Guests directly into AL room

Welcome by KR/SPH

KN to facilitate introductions in the room

Photo on arrival

Champagne reception from 1:30pm – 2pm

Savoy to top up glasses on demand

Sit for tea at 2pm

Alcoholic drinks thereafter at guest own cost

Savoy replenish sandwiches before…

Speeches start 3pm (order tbc)

MC KN – very short welcome

SPH speech – 5 mins – the Institute next 100 years

Guest speaker – 10 mins – the industry next 100 years

No toast

Probably no patron message

CILT video – 5 mins

Jeremy Long to deliver message 2 – 3 minute in person

Regional messages – 10 mins maximum

WilAT and YP message – 5 mins max

Awards – 10 mins

End 4pm – KN/SPH sign off?

Guests home / to bar

Break out complete by 5pm

**DISCUSSION AREAS**

1. **Guests**

Status Pink

MTR YP CW

Pre event Communications Pink

Dietary & access requirements Pink

Table plan CW/KN

1. **Sponsorship**

AirAsia KN

MTR Meeting 10 October CW/KN

MTR logo CW

1. **Awards (Rupert Nichols, Steve Rinsler, David Maunder)**

Citations KN

Slides:

JC copy, CW images, Pink layout ALL

Awards (medals, certificates) KN

1. **Guest of Honour**

Update KN

1. **Organisation**

Access for set up Pink

Speaker Briefing Jeremy Long, SPH, KN, Alan McKinnon, Sylvia Sampson ALL

SPH Hong Kong message ALL

Order of speeches CW/KN

Any other agenda items ALL

1. **AV Update**

Brief for Facebook Live CW/Pink

Country Communication CW/JC

Facebook live event listing update KW

Staging area revised proposal Pink

Music playlist

Location of screens Pink

1. **PR/News**

Press release and news article update JC

Alan McKinnon information KN

UK and International titles for circulation Peter Huggins JC

Communication to branches CW/JC

SM activity JC

1. **Display Items**

**Welcome banner**

Layout proposal Pink

**Display Boards**

Confirm photo requirements ALL

Provide historic images JC/CW

Layout proposals Pink

**Photographic Backdrop**

Layout proposals Pink

**Table Plan**

Confirm layout Pink

**Table decs, including cards**

Proposals Pink

Provision of names, text, images JC

**Powerpoint Loop**

Awaiting MTR logo CW

**Powerpoint presentation**

SPH, AM, KN requirements KN

**CILT Video**

Confirm image requirements ALL

Next stage Pink

**Regional videos**

Treatment ALL

Edit JC/AV tm

Quality check AV tm

Outstanding items CW/KN

1. **Any other Business ALL**