**Transport for the South East**

**Expressions of interest for an event organiser to support our annual Connecting the South East conference, November 2024.**

1. Background

TfSE is a productive and valued partnership for our region. We bring together local authorities, business groups, transport providers and others to determine the south east’s strategic transport needs.

We represent the six Berkshire authorities, Kent, Medway, Hampshire, Southampton, Portsmouth, the Isle of Wight, Surrey, East Sussex, West Sussex and Brighton and Hove.

Our region is nationally and internationally significant. It is served by the country’s two biggest airports. Our transport network includes many of the country’s busiest motorways, along with crucial railway links to London, the rest of Britain and mainland Europe. We are also home to some of the country’s biggest and busiest seaports, all of which makes the south east the nation’s key international gateway for people and goods.

Aside from the economic success and global status of the south east, we house world-leading universities and research institutes, diverse towns and cities and stunning coasts and countryside. It is a great place to live, work, study, visit and do business. The south east has a growing population of over 8.3 million residents and is the base for around 350,000 businesses.

By 2050, the south east will be the world’s leading region for sustainable economic growth. Our mission is to provide a clean, safe, seamless transport system to better connect our lives and our businesses, while protecting the environment. This will mean more jobs, more opportunities to trade in the global marketplace and a better quality of life for everyone.

1. CTSE 2023

In September 2023, we held our annual ‘Connecting The South East’ conference at the Amex Stadium, Brighton, bringing together stakeholders and partners from across the region (over 200 attendees). For this, we were supported by a company called Meetings of Minds (MoM).

Through collaboration, TfSE and MoM were able to work together to create an agenda which was engaging and provided a lot of value for attendees, with a wide variety of speakers from the sectors relevant to our work. The day consisted of several panels, three coffee and networking sessions, lunch, and afternoon breakout sessions. You can see the full agenda (and event webpage) here: [Programme — Connecting the South East](https://www.connectingthesoutheast.com/programme-2023).

We additionally secured Richard Holden as the keynote speaker, who at the time was a Transport Minister. You can watch the speech here: [Transport Minister Richard Holden MP at Connecting the South East - Transport for the South East](https://transportforthesoutheast.org.uk/2023/09/20/transport-minister-richard-holden-mp-at-connecting-the-south-east/)

1. What we require

**Prior to the event**

Prior to the event, you would be required to support us in developing our programme, and hosting this on a website that also allows for registrations. You would also be partly responsible for driving registrations, alongside TfSE, helping us to secure a diverse list of high-profile attendees.

You would then need to be available to support us in the briefing sessions with speakers, to ensure that everyone is comfortable and confident on the day.

You will be required to secure sponsorship of the event. This could include sponsorship of the main stage, promotional emails, and lanyards. We may wish to offer various levels of sponsorship, including a headline sponsor and other supporting sponsors - we would work with you to finalise these details. You would then need to secure sponsors for the event, so experience of securing sponsorship and/or contacts in the transport, infrastructure, technology, and consulting sectors would be beneficial.

You will support us in issuing an evaluation form, with a QR code/method of advertising the feedback form within the event, and you would support development of content for correspondence relating to the conference.

Ensure any presentations from speakers have been collected and on file ready for the day. This will need to have sponsorship branding included on any material.

**The day before the event**

For 2024, we intend to host the event once again at the Amex Football Stadium, Brighton within the last two weeks of November. This date can be determined with the successful supplier and TfSE, and also by the upcoming general election.

The successful supplier would be required to be available the day prior to the event to set up. This would include:

-signage / banners / other event materials

-sponsor stands

-registration stand

-all AV equipment, plus technical run through.

**On the day of the event**

You would be required to be on site for the full day of the event, to co-ordinate with the venue, manage the timing of the event, manage the AV/ microphones/presentations and co-ordinate speakers and manage registration of attendees.

**Summary**

As with previous years, we set out a list of suggested roles and responsibilities to make a clear approach when organising the event.

|  |  |  |
| --- | --- | --- |
| **Task** | **TfSE** | **Supplier** |
| Choose venue inc date / time | Yes | Yes |
| Book / contract with venue | Yes |  |
| Confirm accessibility of venue | Yes | Yes |
| Catering options | Yes |  |
| Arrange required resources (anything not included with venue will need to be hired) |  | Yes |
| Source any additional resources e.g. extra IT equipment |  | Yes |
| Contacts with suppliers |  | Yes |
|  |  |  |
| Assist in securing sponsorship of the event |  | Yes |
| Identify speakers | Yes | Yes |
| Invite speakers | Yes |  |
| Briefing & engaging speakers inc. arranging presentations | Yes | Yes |
| Program for event |  | Yes |
| Promotion of event | Yes | Yes |
| Book moderator | Yes | Yes |
| Agree Venue layout | Yes | Yes |
| Work with venue/AV on day |  | Yes |
|  |  |  |
| Identifying Invite list - considering venue capacity | Yes |  |
| Draft invitations | Yes | Yes |
| Send Invitations and reminders | Yes |  |
| Management of attendance - registrations |  | Yes |
| Sending booking confirmations |  | Yes |
|  |  |  |
| Identify accommodation / travel arrangements for TfSE team & book | Yes |  |
| Identify & book photographer | Yes |  |
|  |  |  |
| Prepare evaluation form |  | Yes |
| Evaluation forms out to attendees | Yes |  |
| Logging the event in TfSE’s stakeholder system | Yes |  |
| Thank you (speakers and attendees) - after the event | Yes |  |
|  |  |  |
| Media coverage on the day | Yes | Yes |
| Name badge printing |  | Yes |
|  |  |  |
| Banners/Signage/Lanyards |  | Yes |
| Show guide/Website/Registration page |  | Yes |
|  |  |  |

1. Supplier information

We would like to note that if you are unable to fulfil all the requirements above but are interested, please still submit your expression of interest, highlighting the areas you will be unable to satisfy.

If this is something your organisation would be interested in, please complete the below:

Name:

Organisation:

Hours:

Total quote:

Any areas you would not be able to fulfil:

If you have any questions, please contact: [Duncan.barkes@transportforthesoutheast.org.uk](mailto:Duncan.barkes@transportforthesoutheast.org.uk)