

# Cavendish Conference Venues

## How to Choose a Meeting Venue

According to our database in 2012 we received 8039 qualified enquiries from organisers looking to place conferences with us. We turned 876 away simply because our venues didn't match the spec. It seems to us that a simple check list would be an invaluable tool for the conference organiser looking for a suitable venue for their meeting or training event, here goes.

### Suitability

- Does the venue fit the company's corporate image? ([green](#) etc)
- Does it give the correct impression for this particular meeting?
- Will it appeal to the target audience?
- Will the venue's staff add to the attendees' experience in a positive way?

### Location

- Is the venue easily accessible to those attending?
- Does the location offer the necessary road/rail/air links?
- Is the venue location suitable for any extra events/shows/excursions that have been planned?

### Availability

- Is the venue available on the dates required?
- Are any extras such as equipment, accommodation, etc. available on the dates required?
- How flexible are they if you have to change the meeting date?

### Size

- Is the seating capacity suitable?
- Are the meeting rooms well laid out? Do they allow for good views of the speaker without any obstructions?
- Does the venue allow attendees to move around without bottlenecks and delays?



## Facilities

- Does the venue have a variety of rooms if required? An auditorium if necessary? Small rooms for break away meetings?
- Can the venue offer a projector, electronic whiteboard, stationery, etc.
- Does the venue offer wifi internet access? Do they have a photocopying/fax service? Can they make available laptops or PC if required?
- Can they provide [refreshments, tea/coffee/meals](#)?
- Are vegetarians, vegans and those with specific dietary requirements catered for?
- Are the rooms well ventilated and temperature controlled?
- Will [disabled delegates](#) be catered for?
- Do they have sports and leisure facilities such as a pool or gym?
- Can the venue also provide accommodation if required?

## Cost

- Does the venue fall within the budget for this meeting?
- What type of rates do they offer i.e. delegate rates, individual room hire rate, etc...
- Can they offer any discounts?
- Can the price be negotiated?
- Does the overall cost, all extras included, compare favourably with other offers/options (i.e. hotel accommodation at a separate location to the meeting or dining elsewhere)
- Are there hidden costs?
- When is payment required?
- Is a deposit required and if so how much and how far in advance?
- What is their cancellation policy? Will you receive a full or partial refund?

A lot of the above questions can be answered by a visit to the venue's [website](#) and by asking for a quote. If it is a venue you have never used before you may want to ask the opinion of other companies that have held meetings and conferences there to find out what their experience was like. If the meeting or conference is an important one you may wish to visit the venue personally to get a first-hand impression of the layout, suitability and, very importantly, the attitude of the management and staff.