

**Friday 9 September 2016, CentrEd at ExCeL London**  
**8.45am – 5.30pm**

## PROCUREMENT – YOUR FRIEND NOT YOUR FOE

**Wendy Allerton, MCIPS, Director, TJA Consulting**

This session unwraps the core themes that Procurement Departments are looking for and will enable you to better understand their priorities as well as to design and create effective solutions in return

## PERFECTING PRESENTATION TECHNIQUE

**Steve Garratt, Group Creative Director, The Giggle Group & Rachel Ley, Managing Director, RLC**

This session will give attendees the skills and confidence to pitch and present more effectively by using practical techniques used by theatre practitioners guaranteed to maximise your communication

## CONTRACTS AND BRAND PROTECTION FOR THE CREATIVE INDUSTRIES

**Farina Azam, Partner, TravLaw & Matt Gatenby, Partner, TravLaw**

Negotiating and contracting can be a potential minefield. This session will provide real practical tools and know-how to be applied to your business

## UNPICKING THE PROPOSAL PROCESS

**Christina Fee, Internal Communications Consultant & Coach, Holisticomm**

Discover how to successfully manage the proposal writing process, from initial contact through to the preparation and delivery of a winning sales proposal

If you are a live events agency, film production company, digital agency, venue, destination or other industry service provider, come along for training that is perfectly tailored to the live and visual communication industry.

**IN ADDITION**, throughout the day a series of specialist 'campfire' sessions will take place in small groups giving you access to experts in fields concerning:

**Employment Law | Regulatory issues | TOMS VAT | Insurance | CSR**

So come along to the EVCOM Academy, network with industry peers and take back with you the knowledge and tools to make your business a success.

Members: **£199+vat**  
Non-Members: **£299+vat**

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