

# DAY DELEGATE PACKAGE

18 SEPTEMBER 2008 – 23 SEPTEMBER 2009

## STANDARD VENUES

- Use of a Standard conference venue for the meeting and additional breakout rooms
- A dedicated event co-ordinator
- AV equipment provided in the main plenary room includes a data projector and screen and a DVD player
- On site presence of an AV technician prior to the event commencement to assist the organiser with their set up requirements
- Fair trade coffee and tea, biscuits, fruit juices and mineral water served mid morning
- Flipchart and pens
- Welcome and directional signage (if desired)
- Chilled mineral water and a glass at each place setting
- Delegate stationery – including a pen and pad
- Finger buffet for delegates, this includes fair trade coffee and tea, fruit juices and mineral water – sample menus attached
- Fair trade coffee and tea, biscuits, fruit juices and mineral water served mid afternoon

### **FULL DAY (8 hours)**

**£33.80 per person**

(Includes all the above)

### **HALF DAY (4 hours)**

**£21.80 per person**

(Includes all of the above except one serving of refreshments)

ALL PRICES INCLUDE VAT  
THE ABOVE ARE SUBJECT TO AVAILABILITY AND MINIMUM NUMBERS MAY APPLY

In addition to the above we are also able to offer wine receptions, presentations, gala dinners and assistance with arranging accommodation if required.

FOR FURTHER DETAILS PLEASE CONTACT OUR DAY CONFERENCE AND EVENTS CO-ORDINATOR  
ON 01334 462499 OR EMAIL [reservations@st-andrews.ac.uk](mailto:reservations@st-andrews.ac.uk)

We are committed to the provision of quality facilities, excellent value and superior customer service and we will be happy to work with you on creating a bespoke Conference Package that fully meets your needs.

# DAY DELEGATE PACKAGE

18 SEPTEMBER 2008 – 23 SEPTEMBER 2009

## PREMIUM VENUES – The Gateway or St Salvator's Quad

- Use of a Premium conference venue for the meeting and additional breakout rooms
- A dedicated event co-ordinator
- Fair trade coffee and tea, biscuits, fruit juice and mineral water served on arrival
- AV equipment provided in the main plenary room includes a data projector and screen and a DVD player
- On site presence of an AV technician prior to the event commencement to assist the organiser with their set up requirements
- Fair trade coffee and tea, biscuits, fruit juice and mineral water served mid morning
- Flipchart and pens
- Welcome and directional signage (if desired)
- Chilled mineral water and a glass at each place setting
- Delegate stationery – including a pen and pad
- Choice of either a fork buffet or a finger buffet lunch for delegates, this includes fair trade tea and coffee, fruit juice and mineral water – sample menus attached
- Fair trade coffee and tea, biscuits, fruit juice and mineral water served mid afternoon

### **FULL DAY (8 hours)**

**£46.50 per person**

(Includes all the above)

### **HALF DAY (4 hours)**

**£36.00 per person**

(Includes all the above except one serving of refreshments)

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