

# DAY DELEGATE PACKAGE

20 SEPTEMBER 2011 – 18 SEPTEMBER 2012

## 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
- Fair trade coffee and tea, biscuits, fruit juices and mineral water served mid afternoon

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

**£31.00 + VAT per person**

(Includes all the above)

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

**£21.00 + VAT per person**

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

ALL PRICES EXCLUDE 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.