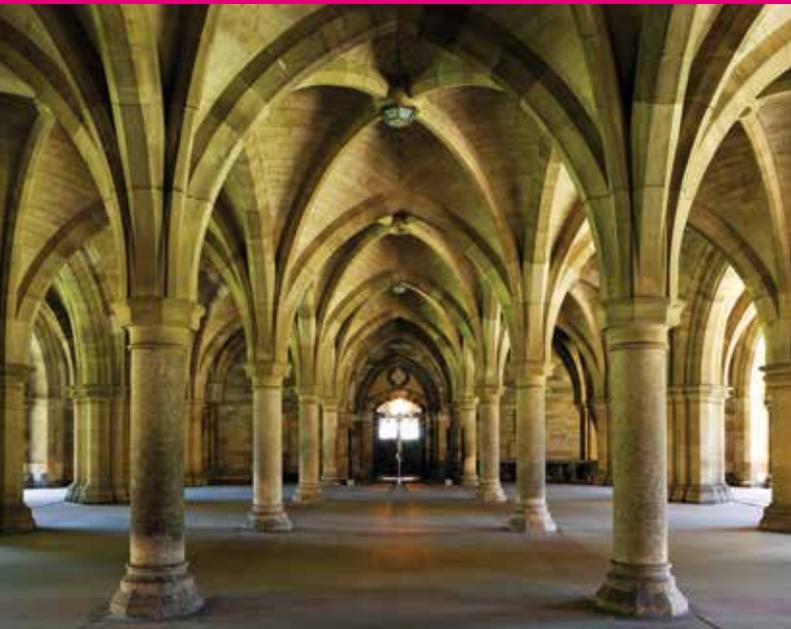


City Support Information



**GLASGOW CITY
MARKETING BUREAU**

**PEOPLE
MAKE
GLASGOW**



Here to help

Your aim is to host a successful meeting and Glasgow City Marketing Bureau is here to help.

Glasgow City Marketing Bureau (GCMB) can support your conference from the initial planning and site visit stage to venue selection and welcoming your delegates to Glasgow.

Our professional and friendly team is here to assist and save you valuable time, ensuring your meeting runs smoothly and your delegates have a memorable time in Glasgow, Scotland. We look forward to working with you.

Not being an event organiser, I felt overwhelmed with what I had to do, particularly early on, but the support and advice from GCMB was fantastic!
Emilie Wadsworth, Organiser, Scottish Green Infrastructure Forum

GCMB provided invaluable support for my conference. From sourcing a venue, to providing detailed accommodation lists, a civic reception and support materials, they are faultlessly professional and friendly.

Don Knox, Organiser, Society for Education, Music and Psychology Research Conference



Best UK Convention Bureau 2007 - 2016
10 YEARS RUNNING



Organisational Support



Accommodation Advice

Arranging accommodation is an integral part of organising any conference and Glasgow City Marketing Bureau can provide a range of free advice to make your planning easier.

Our accommodation team has over 30 years' experience within the hotels industry and has built up close working relationships with all of the major Glasgow hotels and the Greater Glasgow Hotels Association.

We would be delighted to assist you by providing a bespoke accommodation booking service or alternative accommodation solutions and resources.

Accommodation Booking Service

- Bespoke accommodation booking page for your delegates
- Secure branded booking site
- Range of allocations to suit a variety of delegate budgets
- Flexible release terms and no attrition charges
- Dedicated email address and telephone number for accommodation queries

The accommodation booking service let us focus on organising the convention without having to worry about hotel bookings.

Mark Meenan, Organiser, Satellite 4 Conference

Co-ordination of Site Inspections

During the conference planning stages, we can assist you with your local requirements, such as accommodation and itinerary planning to ensure you get the most from your visit to the venues and hotels.

Local Suppliers

We are happy to recommend local suppliers in Glasgow, through a range of useful companies in our membership. These providers include:

- Transport
- Tours
- Entertainment
- Restaurants
- Event Management/Staffing
- AV/IT
- Speaker gifts

Social Programme & Accompanying Persons Programmes

Let us guide you on your choice of venue for your networking dinner or drinks reception to suit your social programme. We would also be happy to advise on a wide range of activity options for accompanying persons and delegates outside of the conference programme. This might include museums, the art and architecture of Charles Rennie Mackintosh, walking tours, whisky distilleries, golf, city sightseeing or tours to the Scottish Highlands.



Marketing Support



Multimedia and Downloads

Web-links

From getting around the city and what's on listings, to local holidays and customs, our website is packed with useful information. Your client services manager can provide you with web-links to the appropriate pages of peoplemakeglasgow.com

Images and Videos

A wide selection of Glasgow images are available for you to use on your conference website. A promotional video on the city is also available - an excellent tool to showcase the meeting destination on your conference website, at prior events and your social media feed.

City Brand

The popular city brand logo "People Make Glasgow" can be provided for you to display on your conference website and/or related literature.

Social Media

We would be delighted to supply a social media toolkit for your own conference Twitter channel, which would contain suggested tweets to build interest on the conference (reasons to visit, how to get here, exploring the city).

On our own Convention Bureau Twitter channel ([@meetglasgow](https://twitter.com/meetglasgow)) we can send out a welcome tweet to delegates arriving in Glasgow, share destination specific conference tweets, as well as a goodbye tweet once your conference is over.

Be sure to let us know your twitter handle and conference hashtag.

For more information on interacting with us via social media, please ask your client services manager.

City Information

Glasgow City Marketing Bureau can provide detailed city information for your delegates, including information on:

- Travelling to Glasgow
- Getting around the city
- Accommodation.
- Attractions

You can use the provided link and button on your own conference website to give delegates direct access to the information they require.

We can also provide additional content and imagery for your own website if required.

Delegate Literature

We can provide city literature for your delegates including city maps, city sightseeing and visitor attraction leaflets. All of which are free of charge and can be delivered to a location convenient to you.



Welcome to Glasgow



Civic Reception

Delegates loved the Civic Reception and it was a real treat to be in the City Chambers.

Helena Britt, Organiser, FutureScan 3

Our delegates loved the opportunity to see inside the City Chambers

David Wilson, Organiser, International Postgraduate Port and Maritime History Conference

One of the main highlights of our conference was the Civic Reception at the Glasgow City Chambers, which GCMB kindly helped us to organise.

Steven Kendrick, SICSA PHD Conference

The Civic Reception is usually held in the historic City Chambers on the opening night of your conference for the duration of one hour.

The Lord Provost of the city (City Mayor), or one of their representatives, will be in attendance to welcome your delegates with a short speech.

You can apply for a Civic Welcome Reception via your client services contact at Glasgow City Marketing Bureau.

A unique element which you may like to incorporate into your conference programme is a Civic Welcome Reception which the City of Glasgow would be pleased to host.





Delegate Discounts

Glasgow City Marketing Bureau works with over 250 businesses through its membership programme. These businesses range from hotels and restaurants to attractions and tour companies.

Member businesses regularly provide discounts for delegates attending a conference in Glasgow. A full list of these discounts can be viewed at conventions.peoplemakeglasgow.com/attending-a-conference/special-offers/



Delegate Discount - Glasgow Taxis

Working with our partners at Glasgow Taxis, we are pleased to offer conference delegates discounted travel between Glasgow International Airport and the city centre.

Delegates can pre-book a taxi by calling +44 (0) 141 429 7070 and quoting the appropriate code:

- Journeys from Glasgow International Airport to Glasgow City Centre - quote CM7
- Journeys from Glasgow City Centre to Glasgow International Airport - quote CM5

Tour Discounts - Explore Scotland

If your delegates are interested in taking a sightseeing tour before or after the conference, Glasgow City Marketing Bureau have arranged special discounts as follows:

Rabbie's Tours

Small group tours – full day or half-day, departing from Glasgow City Centre.

10% off tours for conference delegates using the code GCM1115
+44 (0) 131 226 3133
www.rabbies.com

Timberbush Tours

1,2 or 3 day tours of the Scottish Highlands and Islands, departing from Glasgow City Centre.

15% off tours for conference delegates using the code GCMB15
+44 (0) 141 226 8882
www.timberbush-tours.co.uk

Discounted City Tour Ticket

In partnership with City Sightseeing Glasgow we are able to provide discount vouchers for delegates wishing to take the Glasgow Sightseeing Tour. Used against the full price of the tour, these can be delivered together with your delegate literature.

During this “hop on, hop off” trip around the city, delegates can visit many of the unique attractions such as Kelvingrove Art Gallery & Museum, University of Glasgow and the Glasgow School of Art.

For more information on the Glasgow City Tour, including routes and attractions, please visit www.citysightseeingglasgow.co.uk

Conference Rover Ticket

- only **£5** and valid for **5 days**
- offers unlimited rail travel within the Conference Zone between Glasgow City Centre and the SECC (area bounded by Partick, High Street and Argyle Street)
- **No advance purchase needed** - can be purchased from one of the ‘Conference Zone’ ticket offices on presentation of a delegate badge
- conference organisers can bulk purchase in advance of the conference (minimum order 20 tickets)
- Information leaflets for delegates can be sent along with other literature
- offers up to **half price** rail travel around Scotland – ideal for exploring Scotland after the conference



GLASGOW CITY MARKETING BUREAU

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