



Events Management Department

A Full Service Conference Management Team

When you are planning a spectacular corporate event it's vital that you choose the right company to help. Whatever the event, professional event organizing makes it an unforgettable experience that has been carefully planned for every contingency and diligently controlled to delight the senses and be truly appreciated by all. No matter how intimate or grand your plans may be, our aim is to understand your objectives, strategies, culture and target audience right from the start. Then everything we do is about creating a sensation the moment your guests walk into a venue where even the mood, look and feel deliver the very essence of your message.

We are here to bring your ideas to life — be it a sales meeting, product launch, corporate event such as seminar, workshop, training, sporting event, an awards program, a customized vignette, a concert or another important special occasion — we will make your event one that will be long remembered.

Our dedicated team of project managers will devote their energy, expertise and enthusiasm to making your conference, event or roadshow program the very best it can be. We organize and manage events of all sizes, for public and private sector clients locally and internationally.

From local locations or exotic destinations, H&H bring a world of experience, professionalism and creative flair to every step of your event including:

<i>PRE - EVENT SERVICES</i>	<i>ON-SITE EVENT SERVICES</i>	<i>POST-EVENT SERVICES</i>
<ul style="list-style-type: none">• Hotel & venue site selection• Travel, flights and accommodation• Critical path & budgeting• Invitations• Entertainment• Script, design & direction• Theming• Printing*	<ul style="list-style-type: none">• Registration• Food & beverage• Staff management• Security solutions• Production Management• Multimedia	<ul style="list-style-type: none">• Evaluation & follow-up• Full reconciliation & cost analysis• Comprehensive reporting

***Printing Services**

The general purpose of H&H printing and copying services unit is to provide quality, timely, and efficient printing and copying services to our clients' community in order to best support their programs and administrative services.

Our consistency in delivering quality printing services and products has established long-term relationships with our clients. We are committed to continuing providing high-quality printing services.

Our associates provide a wide array of printing services such as Large Format Printing, Offset/ Digital Printing, Brochure Printing, Signage Printing/ Fabrication, Pull Up Banner Printing, and other Custom Printing needs for businesses.



Let us help make your next event more successful





Let us help...

Whether your event is a conference, workshop, meeting, or symposium with a local or international audience, whether it is held in campus or at any remote location, we are your perfect partner to get the job done. You need to look no further than the **H&H Events Management Department (HEMD)** at H&H Consultancy.

Let us assist you with planning, marketing, logistics, financial management, and overall program execution. As a member of the H&H Consultancy family, we are uniquely positioned to provide access to the vast intellectual and technical resources of this knowledge based institution, as well as those of other educational institutions, professional groups, and consulting firms.

More than anything, we want to hear from you...to meet with you and discuss the possibilities of working together. Take the first step by contacting, **Marwa Hisham**, Manager, Events Management Department, H&H Consultancy at **0155165088** or events@hnhconsultancy.com





Event services include but are not limited to:

- Event logistics (audio visual, food and beverage, equipment needs, event timelines, etc.)
- Registration management (online services, badges, on-site assistance, etc.)
- Abstract/Call for Papers management
- Exhibitor management
- Full-service marketing
- Event website design/hosting
- Financial management
- Speaker/instructor coordination
- On-site management
- Venue sourcing and site inspections
- Contract negotiation
- Management of printed materials (program, agenda, handouts, photos, paints, etc.)
- Transportation coordination
- Evaluations
- And more

Address: House #34, Block 13 – Riyadh - Khartoum

Click the Direction on Maps:

<https://goo.gl/maps/MrYuTZk6WMPzC898>

Here's how our services will make your event successful:

- A la carte services – you can pick and choose only those you need. Your fees are based only on services you select!
- Flexible manual and/or online registration design that matches your program's needs
- Financial management that keeps you in control Ability to pay invoices against revenue, allowing you to receive one final statement and any residual revenue
- Integrated marketing services that cost less and get results - boost program enrollments with many targetable contacts in our database that is available to you.

Contact us today:
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