

Off-Site Events

Although off-sites include a working and conference element, they are predominantly an opportunity for groups to come together, so it is vital to create as much 'organised free-time' as possible.

- Day One – Arrival in the afternoon to ensure that rooms are available for check-in.
- Welcome guests with informal cocktails and dinner with a themed element unique to your off-site destination e.g. belly-dancing in Istanbul, flamenco in Spain, Yodellers in Switzerland!
- Day Two: Consider a later start than normal. This after all is an opportunity for people to relax a little.
- Meeting/Informal presentations. Ensure meeting rooms have natural daylight and if organising abroad why not consider hosting some breakouts around the pool, on the beach and /or on terraces.
- Afternoon- should involve a team building activity.
- Some team building activity you may want to consider are: local treasure hunts, privatised walking and boat city tours, cookery classes or wine tasting. These are all great ways to come together as a team, to learn to work on new things but to also gain a better understanding or appreciation of your destination city.
- Evening – a more glamorous dinner option in a unique or special venue. We like to ensure guests come away having felt that they have been somewhere truly memorable.
- Day Three – we recommend offering guests a free morning before heading off to the airport. Perhaps look to pre-arrange some golfing, some spa treatments. Delegates will feel that they have been looked after and feel recharged.