

## Technical Meeting

# ORGANISING AND HOSTING EVENTS IN ROYAL RESIDENCES

National Domain of Chambord

15-16 November 2016

This meeting aims to discuss the organisation and hosting of events in Royal Residences. It will be an opportunity to think about the right balance between the opportunities such events provide and the constraints they imply for the institution, be they financial or in terms of exposure.

### Aims of the meeting:

3 main points will be discussed at this meeting:

- Seizing opportunities: what type of event, how to establish the nature of the event and negotiate the terms, what occasion (exhibition / wedding / company seminar / conference / commemoration, etc.), public or private functions, who decides on the way it is hosted, how much input does the institution have, etc.
- Distribution of tasks: internal and external organisation, specifications, limits and constraints of a historic house and its collections, how much involvement during the actual event, etc.
- Activity report, aims and objectives in terms of the image of the monument (do such events enhance or damage its image?), what type of communication should there be around the event and what are the financial stakes?

**Expected participants:** professionals in charge of organising events

**Working languages:** French and English with simultaneous translation.

**Dates:** Tuesday 15 November from 9:30 to 5:00 pm and Wednesday 16 November 2016 from 9:30 to 3:00 pm

### Reverse-schedule:

To ensure the success of this technical meeting, please respect the following schedule.

Before October	21	Please reserve your hotel room <a href="mailto:autebert@wanadoo.fr">autebert@wanadoo.fr</a> 0033 (0)2 54 46 41 07
Before October	21	Please send the completed questionnaire to <a href="mailto:residencesroyales@chateauversailles.fr">residencesroyales@chateauversailles.fr</a> and to <a href="mailto:luc.forlivesi@chambord.org">luc.forlivesi@chambord.org</a>
4 November		Final agenda will be sent out
15-16 November		Meeting

## Practical Information

**Budget:** lunch and dinner on 15 November, as well as lunch on 16 November will be provided by the National Domain of Chambord and ARRE.

Transport and hotel costs will be at the expense of the participants. Below you will find details of the hotel whose rates have been negotiated. If you do not intend to stay at this hotel, please inform us.

**Hotel:** rooms have been pre-booked at the hotel Le Cygne from Monday 14 to Wednesday 16 November. You can obtain preferential rates as indicated by mentioning « ARRE technical Meeting » in an email addressed directly to the hotel before 21 October 2016. After this date, the rooms will no longer be reserved.

### *HOTEL LE CYGNE*

5 Rue René Masson

41250 - BRACIEUX

Tél. : 0033 (0)2 54 46 41 07

Email : [autebert@wanadoo.fr](mailto:autebert@wanadoo.fr)

**Rates:** Double room (1 double bed) or twin (2 single beds): 74,66 euros per night (breakfast and tourist tax included).

**Transport:** for your convenience upon arrival and departure, there will be a shuttle from the Saint Pierre Des Corps station. Please endeavour to catch a train at the following times and to inform us about your time arrival as soon as possible:

### **Monday 14 November**

Departure from Paris Montparnasse station at 18:14 → arrives at Saint Pierre Des Corps station at 19:21

Departure from Paris Montparnasse station at 18:35 → arrives at Saint Pierre Des Corps station at 19:44

### **Wednesday 16 November:**

Departure from Saint Pierre Des Corps station at 16:14 → arrives at Paris Montparnasse station at 17:17

You can buy tickets online at [www.voyages-sncf.com](http://www.voyages-sncf.com)