

Welcome to the Carnegie Conference Centre newsletter. In this issue you will find exclusive special offers and news of upcoming events. You will also find details of our busy summer schedule, popular theme nights, wedding packages and of course details of how to hire the centre as a venue for your own events and conferences.

At Carnegie Conference Centre we have one aim: to provide every client with a level of service that is second to none. With a 'can-do' approach led by Joyce Gordon, our Conference Manager, our dedicated team of professionals offer advice and guidance throughout the entire event management process, from catering options and the most appropriate room choice through to hotel bookings and equipment hire.

We always seek to meet our clients' requests and whether you are planning a full-scale conference or one-to-one training session, we have the rooms, flexibility and equipment to fit the bill.



The Carnegie Conference Centre, Dunfermline is more than just a venue.

Our main hall accommodates up to 250 delegates with a further 22 conference/breakout rooms of various sizes including a Video Conference and 2 PC Training Suites.

Lifts are available to all floors for delegates with special access requirements and an induction loop is fitted for our clients with hearing impairments.



*Free Wi-Fi is available
to all delegates*

Carnegie Conference Centre

- More Than A Venue.



Delegates enjoy the relaxed, friendly atmosphere at the Carnegie Conference Centre.

Professional event management to suit your every need

On an annual basis Carnegie Conference Centre manages, administers and delivers over 1300 separate events including seminars, conferences, training, social events and exhibitions.

We have a wealth of experience in providing support and guidance in the management of events. From conception to completion, our team of industry experts will provide a professional service and comprehensive advice, project managing the whole event or simply assisting with specific elements.

Through careful organisation and planning, we can tailor your event, whatever the objective, to ensure seamless event delivery.

Product launch, conference, team building, Christmas party?

Event management support is available as an extension of our core business offering assistance with tasks such as:

- Venue sourcing and selection
- On-site event management and organisation
- Guest invitations and response handling
- Sourcing of additional suppliers and products
- Speaker procurement
- Logistics
- Delegate registration
- Preparation of delegate packs

To discuss any element of this extended service call 0844 248 0138

“I would be grateful if you could pass on my thanks to everyone concerned for making the event an enormous success. There were many compliments about the food, which I can endorse – it was absolutely delicious. I am grateful to you all for whatever part you played in helping make the Garden Party a memorable occasion.”

Rt. Hon. Gordon Brown MP

– Annual Garden Party (300 guests over 2 days) Forked buffet, main & sweet, separate menus each day.

What's On

Carnegie Conference Centre events provide a great opportunity for friends, family and colleagues to get together and enjoy a great night out at an affordable price.

JUNE

Rat Pack Tribute - Friday 26th £22.50

Saturday Night Fever Show - Saturday 27th £22.50

JULY

The "Hen" Party - Friday 17th £25

80s Night - Friday 24th £17.50

60s & 70s Soul Night with Brian Nobile - Friday 31st £17.50

AUGUST

CHAS Summer Mini-Ball - Saturday 1st £35

Country and Western Theme Night - Friday 14th £22.50

Ladies of Rock Tribute Show - Friday 28th £22.50

All of the events include dinner and entertainment

For more information call 0844 248 0138 or email your requirements to tracey@carnegieconferencecentre.co.uk





Weddings at Carnegie

At Carnegie you will receive exemplary service in the planning, preparation and co-ordination of your wedding. We provide superb cuisine, offer value for money and guarantee a truly memorable day. Our dedicated team will be on hand throughout the day to ensure everything runs like clockwork, allowing you to relax and enjoy your special day!

- Licensed for civil wedding and partnership ceremonies
- Spacious gallery area for guests to congregate before and after ceremony
- Preferential hotel rates for wedding guests at Express by Holiday Inn

Function suite capacities for 25-250 guests

Gold Package available at only £7,500 which includes:

- Ceremony room with chair covers and ties
- 3 course dinner for 80 guests
- Buffet for 200 evening guests
- Sparkling wine on arrival
- Cake and balloons
- Flowers for tables
- Photography package
- DJ for reception
- and much more

Silver package also available for a smaller group at £4,950

Tailor-made packages are also available.

For full details, call Marie Jack our dedicated Wedding Co-ordinator on **0844 248 0140** or email: weddings@carnegieconferencecentre.co.uk



“We had a fantastic day and can’t praise the staff enough for the service provided and the facilities. Thank you so much for making the day so perfect”

Pamela and Calum Niven

NEW!

The Hen PARTY

Friday 17th July

An exclusive evening for all brides to be and their entourage.
“Battle of the Hens” Karaoke Competition with the chance to win £50!

All hens will receive a party pack for their guests which includes a hen sash, badges and bottle of sparkling wine.
Price £25pp Cocktail on arrival, 2 course buffet dinner, coffee & disco.

Shaping The Future Conference.

In March this year the Conference Centre welcomed 120 delegates to the Shaping the Future Conference.

This was an opportunity for business leaders, politicians, entrepreneurs and economics experts to come together and share their knowledge and insight into the recent financial crisis and potential ways for businesses and individuals to survive and prosper. The event was a great success with delegates impressed by the quality of speakers and the workshop topics. These included a fascinating look into the life of entrepreneur Sahar Hashemi – founder of Coffee Republic-who inspired everyone to seek out the potential for innovation in a downturn. Also present on the day were Dr James Bellini who gave the futurologist’s view of the economy and Liz Cameron of the Scottish Chambers of Commerce who discussed reactions to the recession.



Iain Gray, Leader of the Scottish Labour Party, addresses delegates during the conference.



The conference looked at how businesses can survive in the current economic climate

“I very much enjoyed today’s event and found many of the speakers inspiring. Thank you and kind regards.”

Dr. André Reibig, Scottish Further & Higher Education Funding Council

“It was a very good programme of speakers and I liked the break-out workshops – each one gave another opportunity to get to know the fellow delegates a little better.”

Elaine McKean – Fleishman Hillard

“I found much of what I heard to be thought-provoking and appropriate.”

Alex Condie – FHA

Conferences, masterclasses and workshops.

In the year ahead Carnegie Conference Centre will host and organise a number of conferences, masterclasses and workshops.



Professor Bill McIntosh addresses delegates at the Lauder Lecture

To find out more about our series of corporate events, call **0844 248 0138** or email info@carnegieenterprise.com

Coaching

This workshop will allow you to identify how you can add a coaching style to your leadership repertoire thus releasing the potential that improves the profit!

Date: 8th September 2009

Time: 5.00pm-8.30pm

Price: £95 ex VAT

*“Enjoyed the workshops.
Good interaction.”*

Ian Westwater – Arthur McKay

Business Continuity

Maintaining Business as Usual in the face of Global Adversities

This seminar will allow you to share the knowledge and experience of industry experts in how business continuity can improve resilience to disruptive events such as the recent pandemic flu outbreak. The pandemic flu outbreak will be used as a case study to discuss and examine the capability of organisations to maintain critical business functions and implement disaster recovery plans. The seminar will also identify further actions to improve preparedness and resilience.

Date: June 2009

Time: 9.30am-4.30pm

Price: £125 ex VAT

NLP

At the heart of NLP is a wide range of methods and models for understanding how people think, behave and change. It offers a flexible approach which brings about positive, fast change in individuals and organisations and empowers them to adapt to an ever-shifting world. By attending this workshop you will find out more about NLP in Business, helping you to achieve and maintain competitive results in the current economic climate.

Date: June 2009

Times: 9.30am-4.30pm

Cost: £125 ex VAT

Creating a High Performance Team

This workshop will look at how differences in style, approach, commitment, work ethic, values, viewpoint and personality all have a tendency to get in the way of teamwork and how you can ensure that all the talent in your organisation pulls together and not apart.

Date: 8th October 2009

Time: 5.00pm-8.30pm

Price: £95 ex VAT

Leadership

This session will look at techniques and tips for ensuring that your organisation prospers, grows, attracts and retains the talent you need in these difficult times.

Date: 5th November 2009

Time: 5.00pm-8.30pm

Price: £95 ex VAT

Leading Change

This workshop will not tell you how to spot the next opportunity but it will provide you with tools and techniques so that when it does arise, you can harness the organisational and individual potential to ride the wave, not be swamped by it.

Date: 19th November 2009

Time: 5.00pm-8.30pm

Price: £95 ex VAT

**For more detailed information,
call 0844 248 0138 .**

**Discounts available for multiple
bookings.**

Delivering Successful Projects Seminar

This session is designed to introduce the business benefits of a structured Project Management approach including:

- Controlled management of change in terms of investment and return on investment
- Active involvement of stakeholders throughout the project to ensure that the output will meet business requirements
- An illustration of the eight PRINCE2® processes, how they are used throughout the life of a project and how they link together to enable information to flow throughout

This seminar is delivered on a monthly basis and is **free** to attend.

**Call Gary or Yvonne for details on
0844 248 0138**



Delegates attend a Seminar in the Centre.

* PRINCE2® is a Registered Trademark of the Office of Government Commerce.

Carnegie
CONFERENCE
CENTRE

More than
a venue



SUMMER mini BALL

Saturday 1 August 2009
7.30 pm - 1.00 am



Children's Hospice Association Scotland

Sharing the Caring



Sponsored by The Purvis Group

For more details call 0844 248 0138

Healthy Eating and Hospitality Assured

The Conference Centre was first accredited in 2007 with Hospitality Assured status and is pleased to have now been awarded this quality mark three years running. Each year the score awarded to the Centre has increased, demonstrating our dedication to high standards. Accreditation from Hospitality Assured is only achieved by companies who show evidence that they have considered their customers on-going needs and have delivered their customer service standards to a high level of customer satisfaction.



Hospitality Assured promotes and rewards the highest standards of service excellence for organisations in the Hospitality Industry and is endorsed by the British Quality Foundation and Quality Scotland Foundation.



The Carnegie Conference Centre has consistently built an enviable reputation for the quality and service of food.

Food Quality and Safety at the top of the agenda for Carnegie

EAT SAFE AWARD



Visitors to the Conference Centre can expect food and catering of the highest quality.

Fife Council presented Carnegie Conference Centre with the Eat Safe award in March 2008 demonstrating that the venue has taken precautions and observed the highest standards of Food Safety Management. You can be assured that the food you eat at Carnegie has been prepared in conditions that are well above those required by legislation. We aim to provide our clients with tasty, healthy and nutritious meals using fresh produce from local suppliers. We offer the reassurance you need that catering is of the highest quality when booking the venue for an event, meeting or conference. All of our catering staff are trained to a high standard in food preparation and have all received their REHIS Food Hygiene qualifications.

Support Services and Equipment Hire Available



The Conference Centre is able to provide a wide range of audio-visual equipment.

Carnegie Conference Centre owns and supplies its own vast range of conference and presentation aids. We also provide a unique IT support and consultancy service. The Video Conference Suite allows you to hold urgent meetings, host interactive training events or interview potential employees at the other side of the world saving on time, travel and expenses. If you are unfamiliar with the operation of equipment, our on-site experts will be pleased to provide you with guidance and advice for your interactive meeting.

We have 2 dedicated IT training rooms each accommodating 13 delegates in which all PCs have TFT flat screen monitors and are equipped with high-speed internet access.

We can also provide:

- Conference recording and editing of your event
- Sametime - our online conference tool which works with web cams in order for clients to view a conference or presentation online. It also has the ability to be used in polling situations for quick, real-time response
- Live webstreaming – live events streamed via the internet anywhere in the world
- AMX system control lighting, sound and AV equipment.
- Interactive voting systems



AMX system controls lighting , sound and AV equipment.

A selection of some of the equipment available at Carnegie

Audio Visual	(Price Per Day)
Static Projectors	£155
Portable Projectors	£155
DVD Players	£25
CD Players	£25
In House LCD Broadcast System	FREE
LCD & Plasma Screens	£155

PC Peripherals	(Price Per Day)
Desktop Computers	£30
Laptops	£30
Nintendo Wii Console/Games	£40

Presentation	(Price Per Day)
Portable PA System	£100
Static PA System	FREE
Flip charts	£8.50
Presentation Screens	FREE
Reversa Screen	£125

Specialist	(Price Per Day)
High End Camcorder	Price Upon Request
Interactive Whiteboard	
Conference Phones	
Video Conferencing	
Web Casting/Streaming	
Audio Recording	
Interactive Voting Pad System	

*all prices exclusive of VAT

CASE STUDY & CLIENT TESTIMONIAL

Recently the Scottish Government held a conference at the venue for those involved in Science Education. Over 200 delegates involving key people from across the business, education and research communities attended along with a number of school pupils who also took part in the activities of the day. With exhibition stands and science demonstrations in the foyer, a finger buffet for lunch in the restaurant and 19 breakout room workshops with data projectors and PCs, the conference centre staff had a busy day with many specific practical and technical requirements.

The main conference hall was also in use throughout the day and the client enjoyed trying out the new voting pad system in their feedback sessions. This allowed the delegates to vote on their experience of the event and provided valuable instant feedback for the organisers.

“Support of the staff before and during the event was excellent, nothing was ever too much trouble. The IT team provided rapid and creative responses to all issues that came up on the day. We would definitely use this venue for future events.”

Policy Officer, Scottish Government

Spring Conference Offers

**Day Delegate Rates from only
£25 pp (normally £30pp) ***

**Data Projector & PC Hire only
£125 (normally £155) * per day**

**24-Hour Residential Conference
Package from £99.50pp*** in
partnership with the on-site
Express by Holiday Inn Hotel.
For hotel information, log on to
www.hiexpressdunfermline.co.uk

*Rates quoted are exclusive of VAT and
subject to specific terms and availability

**If you would like to arrange a
tour of the venue or discuss our
extensive facilities in detail, call
our conference team on
0844 248 0138**

**“consistent quality in a relaxed,
professional environment”**

SPECIAL OFFER



**Book an event with a value of
£2K or more and get a free
Nintendo Wii Fit****

**The offer shown is for new bookings only, which
are made after 22nd May and events must take place
between May and July 09.

Where to find us

Situated in Dunfermline, just off the
M90 motorway and only 25 minutes
from Edinburgh, we are in an ideal
location for delegates travelling from all
over Scotland. Free parking is available
on-site and there are excellent public
transport links for bus and rail travellers.



Contact us

**Carnegie Conference Centre,
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www.carnegieconferencecentre.co.uk
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Call 0844 248 0138**