

# Deloitte.



**The world is connected**  
Professional event services

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# Foreword

Deloitte's expertise goes beyond audit, tax and consulting.

Deloitte Luxembourg offers a variety of event services conceived by professionals, for professionals.

Our experts provide specialised services for the organisation of tailor-made in-person and virtual events such as conferences, corporate team buildings, corporate incentives, concerts, exhibitions and more, to fit any exact requirements or unique needs.

Deloitte has over 20 years' experience in professional event organisation.

Today, our team of 10 professionals organises more than 250 national and international events of all sizes per year, starting from small groups of 20 or less, to groups of over 1,000 participants, whether in-person or virtually present.

The services provided by our department go from pure conceptualisation to the organisation of conferences, seminars, workshops, cocktails, concerts, social events and team buildings.

Our service offering includes the definition of the target audience and objectives, choice of in-person or virtual event, the theme of the event, budget and deadlines of the project, concept development, coaching, logistics, as well as all aspects of the

communication supervision and post-event evaluation.

In a nutshell, our events department is fully flexible and offers timely, cost-effective customised solutions.

# Our service offering at a glance – a proven methodology

To make your event a success, we use powerful communication features and state of the art technology, such as an online event platform which enables the implementation of both traditional and virtual events. We have access to an extensive supplier and speaker network, suggest and implement innovative and creative concepts. We measure the performance of the event.

Through its strong expertise, Deloitte has the ability to assist you throughout all the different phases of the event life cycle. Our panel of professional services is completely flexible and customisable:

- Complete event outsourcing - An integrated offer to assist professional firms from the conceptual planning to the post-event follow-up
- Ad-hoc professional advice - Customisable ad-hoc intervention for each planning and organisational phase
- Event ROI measurement - Through quantitative and quality surveys, statistics, brand image measurement, e-reputation

## The 4 faces of our success -

The difference between a successful and an unsuccessful event lies in having a strategic and structured business approach, respecting strict rules and leaving no space for improvisation, while always being innovative and creative.





### **Initial briefing from client**

Set the right objectives of the event to ensure that it delivers its maximum value

### **Conceptual planning**

- Develop innovative and creative concepts
- Define a communication plan, suggest suitable venues, technology tools, contractors and speakers
- Produce retro plannings, timelines and budgets

### **Implementation**

- Secure bookings and coordinate briefings with all contractors and client
- Handle all communication processes

### **On-site supervision and ROI measurement**

- On-site supervision and complete logistic support
- Post-event ROI evaluation
- Presentation of results and feedback

# Value-added tools to ensure your success

As a member of the Deloitte group, we leverage on our international network, as well as our strong local expertise.

## **Use of powerful communication features**

- Automated email communications and secure online registration
- Professional event website templates to take your events to the next level
- Automated badge production and scanning of conference participants

## **Hybrid and virtual events - use of state-of-the-art technology**

- Zoom and Webex meetings, complete virtual conferences, etc.
- Virtual event platform with integrated live polls, Q&A and gamification features
- Social media interactivity

## **Extensive supplier and speaker network**

- Through our international supplier network we are able to book exclusive venues

- Selection of world-renowned speakers and celebrities who fully match audience's expectations and client's budget

## **Innovative and creative concepts**

- Identification of latest trends in event management
- Consistent implementation of green and ecological concepts

## **Measuring event performance**

- Design and deliver electronic event participant surveys with real-time statistics
- Event ROI analysis & report
- Powerful social media tools

# Our expertise

Expert advice,  
event conception  
and turn-key solutions ●

Over 20 years'  
experience in event  
organisation ●

Events of all sizes: from  
less than 20 to over  
1,000 participants ●

Innovative and  
cost-effective ideas ●

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4

6

8

1

Independent  
events company ●

3

Professional event  
planning implementation ●

5

Tailored  
solutions ●

7

250 events of all sizes  
per year at local and  
international level ●

9

Internationally renowned  
speakers, art exhibits,  
concerts and much more ●

# Our most successful events

"We were fully satisfied by the organisational work done by the Deloitte Luxembourg Events Department.

The team has arranged everything with the utmost discretion and effectiveness while always paying special attention to individual needs."

Emmanuelle Portelle  
Deputy Head Compliance,  
Risk Management and Internal Audit  
Natixis







## Conferences & Seminars





## Concerts





Tailor-made events to fit all your needs - Professional event services







Themed parties









Teambuildings



“The Deloitte Event Team provided an outstanding contribution and delivered excellent services in accordance with the specifications requested.

The team also provided a constructive feedback and report on its progress that helped make our events a great success for us.

Given its excellent organisational skills and diverse contacts, the team was able to meet the deadlines and priorities.”

Laurent de Mautort  
Head of TMR Directorate  
European Investment Bank

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