



ACES COUNCIL 26th April 2024

2024 Conference

This report sets out the proposed 1 day conference to be held in Norwich on 19th September. It is proposed to be preceded by a pre-conference dinner for corporate members, members and guests the evening before on 18th September.

	Detail	Confirmed or provisional or outstanding actions
Date	19/09/2024 Thursday	Confirmed
Venue	Norwich Castle Museum – Town Close Auditorium	Confirmed – we will have use of the new foyer, rotunda and exhibition/diorama spaces but the medieval keep won't be ready
Theme	Strategic Asset Management through the Net Zero Lens	Confirmed
Maximum Numbers	120	We will have the ability to record or live stream via MS Teams
Evening meal	18/09/2024 Wednesday – Sainsbury Centre for the Visual Arts, UEA, Norwich	Confirmed subject to numbers and menu choices
Social Programme	Marcus Perry is leading	TBC
Corporate Members	LSH Carter Jonas Norse	Confirmed Provisional TBC
Additional support	Comms & marketing AV support for live stream/recording	TBC
Event promotion	Confirm costs/pricing – open registration by Mid May (latest 20 th May) on Eventbrite to manage administration	TBC

Proposed sessions and presenters.

Proposed Running order	Session	Speakers	Panel Chair
9.00-9.30	Registration/refreshments		
9.30-11.00	Strategic Asset Management and decarbonising the public estate	Retrofit – Southend Norse/Concertus – school example (?) Equans re risks (tbc)	Alan Richards – Junior Vice President
11.00-11.30	Refreshments		
11.30-13.00	Sustainable placemaking and regeneration	LSH – REVO RICS E of E Board Saul Humphrey - New Anglia LEP	TBC
13.00-14.00	Buffet Lunch		
14.00-15.30	Future profession – skills and next gen	RICS FACES Rachel Moan – TLA tbc	Siobhan Eke – ESG Consultant, Genki
15.30-16.00	Refreshments		
16.00-17.00/17.30	Excellence in the East	LSH – Great Yarmouth	Mike Rigby – Eastern Promise Podcast
17.30-20.00	Canapes and drinks reception		

High level financial proposal.

Pre conference dinner

For the purposes of this report I have estimated costs on 60 attending the pre-conference dinner. The venue can comfortably accommodate more than this and we have sole use of the space between 6pm to 10pm. We can extend at a cost of £62.50 per half hour beyond 10pm.

Suggested arrivals from 6.15 for pre dinner drinks and networking at the terrace and a walk through to the dining area for seating from 7pm.

I am looking into a local bus to carry people back into Norwich city centre for their accommodations.

Venue hire

The costs to hire the Sainsbury Centre is £1,200 net (£1440 gross) this includes the Terrace (drinks reception) and Modern Life (dining) spaces.

Catering

We will be finalising a 3 course dinner with tea/coffee and petit four after. I'll be choosing a menu with the chef that includes some good Norfolk (or at least East Anglian sourcing). There will be a vegetarian option. Additional dietary requirements can be catered for and will need to be known at booking.

Wine, red and white, sourced from Adnams, will be on the table with still and sparkling water.

We will have Prosecco and something like an elderflower cordial for the designated drivers at the reception.

The estimated cost, for the venue hire, drinks reception and dinner, at this stage, based on 60, is £84 per head = £ 4209.60 net (£5,051.52 gross).

Conference

We will have use of the Castle Museum Town Close Auditorium for the 1 day conference. This space is set up theatre style with comfy chairs (see the photo). It has a max capacity of 120 but is set up that via MS Teams we can record sessions or live stream them so we may be able a digital attendance at a lower cost or package the sessions up for later circulation or social media.

I have secured an extended booking so that we can access the Museum's Rotunda space and galleries post conference for drinks and canapés and I'll work with Marcus to ensure our social programme guests can join us for this.

Venue hire

Town Close Auditorium £575

Exhibition Gallery £200

Rotunda (6pm to 8pm) £700

The estimated venue hire is £1475. VAT position to be clarified and confirmed at Council on 26th April.

Catering

I am waiting on a catering price but will have this for Council on 26th April.

Venue details.

Sainsbury Centre for the Visual Arts



Norwich Castle Museum



Sara Cameron
ACES President
April 2024