

COMTEC PRESENTATIONS LIMITED

COMPANY PROFILE

Founded in 1982 and incorporated as a limited company in 1989, by current M.D. Neil Morris, Comtec Presentations Limited is a marketing communications company specialising in event management and production.

Comtec currently employ 22 full time staff across 5 internal departments: Project Management, Sales & Marketing, Technical Services, Media and Operations. The business is operated by a Senior Management Team of 7 who between them have over 100 years experience of selling; organising and producing live events. These events range from Conferences and Exhibitions to Product Launches and Awards Ceremonies. The client base comprises blue chip corporations, public sector and governmental agencies and not for profit organisations.

Our strengths are our people. We have consistently invested in the right people enabling us to face any communications challenge with confidence. With the right people, we truly believe that anything is possible.

Sales & Marketing

Our sales and marketing team ensure we deliver everything we promise and exceed all expectations. Your personal account manager will utilise their experience to guide you through your event from start to finish. They will work with you to design your marketing strategy, and plan and implement your campaign. From awards sponsorship to exhibitor and delegate sales we have a proven track record in generating year on year growth and increased profit for our self-generating accounts. Our sales and marketing team provide cost effective solutions for a range of events from infection control conferences to Ice Hockey fixtures.

Project Management

From the moment your event is awarded to us, your Project Manager will be your 'one point of contact' within our organisation. Specialising in event logistics including delegate, exhibitor & speaker management they will liaise between you, the venue, any 3rd party suppliers and Comtec's internal Departments to deliver your project on time and on budget.

Online critical paths hosted in the password protected client login section of our website ensure complete visibility on the progress of your project 24/7. Whether their chartering airplanes, catering for 7,000 people or liaising with Special Branch about the Prime Minister's movements, our Project Managers can do it all.

Technical Services

No matter what your event, it has to look, sound and feel right. Our Technical team will deliver that promise. From initial CAD drawings to staging your event on the day our technical team are involved at every step along the way. Owning all our own lighting, sound, projection

and trucking ensures we always deliver cost effective solutions whilst maintaining our high levels of quality and service and that all important wow factor.

Creative Media & Design

From visualising initial concepts to producing post event DVD's our Media team are involved with the vast majority of our projects from inception to completion. They are responsible for the visual content of your project including set design, DVD filming & production, animated 3d sequences and stings, and website design. From vision mixing to camera work, on the day of your event our media team will deliver a slick and seamless presentation that will keep your audience engaged and enthralled.

Operations

The backbone of our company. Like a good defensive midfielder, they allow the rest of us to play. From producing accounts to delegate badges, HR to our EFQM quality assessment our Operations Dept are the key to the success of our business.

Company Mission Statement & Brand Values

- To ensure that clients recognise Comtec Presentations as the 'Complete Solution' for all its business communication requirements.
- To provide employees with the support and direction necessary to meet client demands and foster an environment that cultivates creativity, innovation and the aspiration to be the best.
- To work in partnership with our clients and suppliers both in the UK and overseas.
- To exceed client expectations, by consistently delivering projects effectively, on time, to specification and within budget.

The Comtec Brand Values

Our company values provide us with the necessary guidance and motivation to live up to our reputation every single day.

Reliability - Our customers place their trust in us. We are committed to delivering and to responding to the needs of those we work for and with. Whatever we do we strive to deliver at a high standard and provide value for money. Our experience in Event Management and Production is second to none and we are focused on this market as our core activity.

Integrity - At the heart of the way we operate and behave and also in the quality of the products and services we deliver. We seek to encourage strong, flexible, profitable and mutually beneficial partnerships with customers and suppliers alike.

Innovation - We strive to be open minded and flexible in our work. Our forward-thinking culture creates a well-managed and contemporary organisation that is always seeking to

improve. Our ability to encourage new ideas and adopt creative solutions stands us apart from our competitors.

Turnover: £1.35million

Employees: 22

Website: <http://www.comtec-presentations.com>

BIOGRAPHIES OF KEY INDIVIDUALS

Neil Morris - Managing Director

With over two decades experience in the Media Management Industry, Neil has become one of the UK's leading Marketing Communication Consultants with experience in organising and running Events and Exhibitions at the most senior levels. Neil's experience of working closely with an extensive blue chip client base means he has been fortunate to work with some of the best Marketers and Directors in the world, including Business Gurus such as Tom Peters, Tony Robbins and Michael Porter. Therefore Neil is able to contribute significantly to the content, structure and format of any Corporate Marketing Event. Neil is a member of the institute of directors.

Michele Marsh - Events Director

With 20 years industry experience, Michele has gained valuable expertise with a vast array of projects for clients in the commercial, government and charitable arenas. Working both in the UK and abroad her knowledge provides a solid foundation to partner any production or presentations project from inception to completion. Michele is an integral leader of the Comtec communications strategy. She is also spearheading Comtec's investors in people and Quality Assurance policies. Michele is a member of the institute of directors.

Steve Foden - Technical Director

Steve has gathered a wealth of expertise during his 20 years working within the production and presentation industry. Keeping abreast of the latest technology and techniques Steve ensures that his team of engineers and skilled craftsmen provide a cutting edge service. Steve's working knowledge of most of the major conference venues in the UK and Ireland enables him to offer clients a concise and accurate technical breakdown at all stages of the project, this saving the customer time and money.

Ron Gilmour - Special Projects Director

Investigating the latest trends in technology, Ron is responsible for ensuring all creative ideas are brought to fruition. Utilising his 12 years experience Ron uses the latest hardware and software to ensure that every project is innovative and original. Building on his initial qualifications in Audio and Video Systems, Ron's extensive commercial experience have enabled him to gain a thorough understanding of one of the fastest paced and most challenging industries in Europe.

George Thompson - Sales & Marketing Director

Having been an events director for one of the UK's most popular club brands, George joined Comtec over 3 years ago, to head up the Project Management department. His ability to engage with clients and ensure that ideas are turned into reality has made him a real asset to the Comtec organisation.

Having co-ordinated and managed hundreds of large events worldwide (such as concerts, awards, conferences and exhibitions) has meant that George has an innate ability to multitask, effectively communicate and co-ordinate with multiple departments and stakeholders. In addition having honed financial and analytical skills set enables George and his team to deliver projects seamlessly on time and in budget.

Amanda Gilmour - Account Director

Having gained extensive experience in sales, marketing and marketing communications through a number of senior positions with blue chip companies, Amanda has developed into the role of Account Director for Comtec Presentations. Her enthusiasm and determination to always see things from the customer's perspective make her the ideal champion to drive our internal and external communications strategies.

An integral part of the sales and marketing team, Amanda has ultimate responsibility for ensuring that the lines and methods of communication between each team member assigned to your project and yourselves is fully functional and meeting your requirements at all times.

Helen Ridgeway - Media Production Director

Helen is a graduate of Hull University, where she secured a BA Honours degree in graphic design. Her 10 years experience with a wide spectrum of clients and media platforms ensures that Helen provides a strong base for her team within the media department. Coordinating the design and production of all media types, Helen's strong design background inspires creativity and continuity throughout any project. Her flair for design is complemented by close attention to detail and an ability to interpret the client's requirements in an exciting and individual way.

CONTACT INFORMATION

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