

The logo for King's Venues, featuring the words "KING'S" and "VENUES" in a bold, white, sans-serif font stacked vertically within a red square background.

# KING'S VENUES

## **The benefits of holding off-site meetings**

As with most things in life, the more effort you put into your next meeting, the more you will get out of it. It might be cheaper and easier to arrange for you and your colleagues to pop upstairs to the company boardroom and order in some pre-packaged sandwiches and pop the kettle on, but at what cost to your agenda? Offsite meetings have the potential to take ideas to the next level, unleash currently untapped creativity and iron out sticking points that might otherwise hold your project up. Read on to find out how, and what you can do to optimise the benefits of offsite meetings.

### **Office stagnation**

It doesn't matter how nice an office space you work in, we can all get bored of the same four walls, computer screens, canteen, tea station... Familiarity can indeed breed contempt, and this is hardly the best environment in which to hold an important meeting. Taking staff offsite will encourage a fresh attitude and approach from your attendees.

### **Sense of occasion**

Making an event of a meeting tells guests 'this is something important'. You'll notice people at an offsite meeting will take more time in their preparation, dress a little smarter, pay more attention. Taking colleagues out of their usual environment encourages them to focus more on the matters at hand.

### **Inspiring environment**

As well as removing staff from the physical comfort zone of their office environment, it's important to replace this space with a venue which inspires. Stunning views, historical features, modern architecture... Giving your attendees an atmosphere in which they can really let their creative juices flow is hugely important in getting the best out of them.

### **Eliminate distractions**

We've all been there, everyone is poised, ready to start the meeting when June from accounts pops her head round the door. She's sorry to interrupt, but wondered if she could just quickly etc etc. Taking your team out of the office is the only way to truly guarantee no you aren't disturbed by other colleagues.

### **Networking and dynamic**

Unless you have a hot desking policy at work, it's likely your staff will sit next to the same people day in day out. In an offsite meeting a simple seating plan can make sure a new dynamic is created. Challenging your colleagues to converse with people from other departments and from different levels of seniority could produce interesting results. It could also give junior members of staff a chance to shine in front of their bosses and the opportunity for all members of staff to impress.

### **Catering**

As well as getting the most out of your staff when you invest in an offsite meeting, it's also important to give something back. Food and drink doesn't need to cost a fortune, but a little bit of effort when considering your catering will be appreciated. Well-fed attendees will have a more positive attitude towards your meeting and participation levels will be higher. (Just make sure you're not overloading your guests with carb-heavy dishes or you'll have a room full of sleepy attendees in the afternoon!)

### **AV equipment**

Going offsite means you can source a venue with all the latest AV equipment. Individual laptop stations, large projectors, high speed broadband... whatever your requirements, you'll be able to find somewhere that can provide the technology you need. Lots of venues also provide an in-house AV technician so your meeting won't be plagued by lost connections and broken equipment.

### **Team building**

Taking your team out of the office creates a bonding opportunity for everyone. Take advantage of this shift in dynamic and consider organising team building games during any breaks in your schedule. We've got lot of ideas of [different games you can play](#) depending on the size of your group and the space available to you.

<http://www.kingsvenues.com/Assets/Articles/Team-building-games.pdf>

### **Meetings at King's Venues**

Here at King's Venues we have over 200 unique meeting spaces. Whether you'd like views over the River Thames, a space with a story to tell or cutting edge design, we'll have the perfect central London room for you. Give our Events Team a call on +44 (0)20 7848 1700 or email us on [kingsvenues@kcl.ac.uk](mailto:kingsvenues@kcl.ac.uk) to discuss your next offsite meeting.