



Toulouse

WELCOME PACK 2022

THE CONVENTION BUREAU

THE ORGANISATION THAT'S SUPPORTS YOUR CONGRESSES

The Convention Bureau (CVB) is the gateway to the city for all those planning conventions or professional events. Its role is to offer free, customized support to "facilitate easier" for organizers (associations, agencies, companies).

- Support in building up a candidacy or a bid to host a congress including site inspections and visits
- Connecting with the destination's private and public actors
- Assistance in finding the right professionals adapted to the needs of the project
- Access to a custom management platform
- Deliver all services proposed in the Welcome Pack

The CVB aims to become your preferred partner in order to enhance the organization of your event as well as your overall « Toulouse experience ».

- Support in writing, compiling, and completing your application.
- Provision of marketing materials complete and enhance your bid (photos, videos, texts, key figures, etc.).
- Organization and full support and presence for site inspections.
- Promotion and attendance at preliminary editions.

If the bid has been won and you already have a date for your congress in Toulouse, please be sure to fully complete and return this document at least 3 months before the event

Don't hesitate to contact us if you have any questions.

CONVENTION BUREAU
AGENCE D'ATTRACTIVITE DE TOULOUSE METROPOLE
2, rue Alsace Lorraine 31000 TOULOUSE
www.meetings-toulouse.com - cvb@toulouseatout.com
Tel. +33 5 81 31 30 20

YOUR EVENT:

Number of expected delegates:

Starting date:

Ending date:

Location or venue:

Website:

Frequency of the event:

Previous editions:

N-1

N-2

N-3

Sector:

If "Other", please specify:

Description of event:

Organizing entity at local level (association, educational body, university, laboratory, company ...)

Name of the supporting structure:

Telephone:

Website:

Address:

Your contact details (organizer)*

Surname:

Name:

Title:

Email:

Mobile:

Phone:

Address (if different from the organizing entity):

Other contact if necessary

Surname:

Name:

Title:

Email:

Mobile:

Phone:

Address (if different from the organizing entity):

TRAVELLING TO TOULOUSE

AIRLINE PREFERENTIAL RATES

Airlines can offer preferential rates for delegates and organisers of congresses and conventions. You can therefore choose one of the them to become your **preferred airlinecarrier**.

Depending on the geographical regions most of your delegates are coming from, we can help you make initial contact with one of the following airlines:

Global meetings – Skyteam:



The online Global Meetings booking tool enables travellers to save up to 15% on the airline fares when travelling via Skyteam partners serving Toulouse: Air France, KLM, Alitalia...

Lufthansa Group:



The online booking tool enable travellers to save up to 15% on the fares from the airline companies that are part of the Group, serving Toulouse: Lufthansa and Brussels Airlines.

RAIL TRANSPORT OFFER



The SNCF is offering to facilitate access to its offers by providing you with a personalised widget to be integrated on the congress website. Your participants can access the entire *Oui.sncf* offer with a single click, redirecting them to the *Oui.sncf* price calendar page.

WELCOMING YOUR DELEGATES UPON ARRIVAL AT THE AIRPORT OR MATABIAU TRAINSTATION

Description: setting up welcome desks either at the airport or at Matabiau train station. The service does not include reception staff costs which are charged to the organiser.

Conditions for access: free set up of welcome desks.

Additional charged services: concierge, baggage handling.

Conditions of use: this service will be provided over two time slots of two hours on the dates of arrival of your delegates.

To be arranged:

- Site check at least one month prior to the date of arrival.
- Brief training session and list of people present (reception staff).

LOCAL TRANSPORTATION



CONGRESS PASS

Description : unique Pass for all public transportation means and airport shuttles.

Enables you to provide each delegate with a « CONGRESS PASS » ticket, for the full duration of the event and for unlimited rides within the urban transportation network as well as airport shuttle bus and/or tramway.

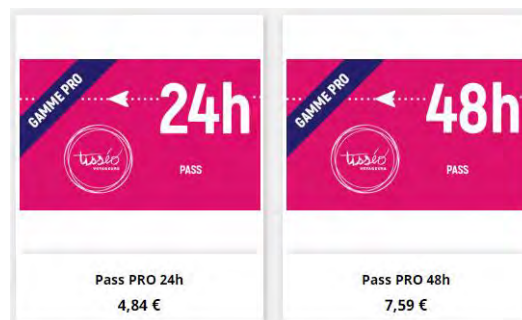
Conditions :

In order to benefit from free travel, the congress must:

- Gather more than 300 delegates,
- Be international
- Previous editions must have taken place in at least 3 different countries
- Receive confirmation from the Convention Bureau.

If your event does not meet the eligibility criteria, you can still contact Tisséo (urban transportation operator) in order to obtain price reductions for your delegates.

24-hour or 48-hour passes for unlimited metro, bus and tramway trips are available and can be directly purchased by congress organizers, regardless of the number of participants.



To order tickets and receive useful advice, please write to: contact.pro@tisseo.fr

SMOOTH MOBILITY VIA TOULOUSE BIKES

If you wish to offer your delegates other mobility alternatives such as bike rides and rentals, we can assist you in reaching the person: www.velo.toulouse.fr



FIND YOUR BEST PROVIDERS

The Convention Bureau is ready to open the doors of Toulouse via its network of 140 partners!

In order to simplify your search for service providers, hotels, venues, caterers, technical service providers, PCOs and event agencies, we put you in contact with the most suited partner corresponding to your needs.

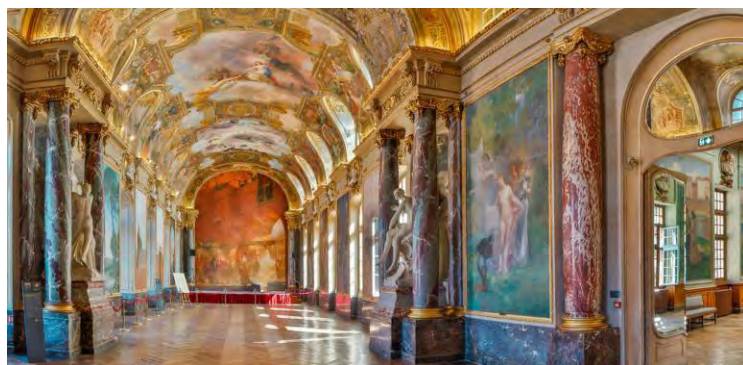
Concerning accommodation for your delegates, we can submit quotations to hotels in accordance to your specifications via a dedicated platform. You can then choose the hotels you will include on your website, enabling participants to view all options and book their rooms at preferential rates.

WELCOMING COCKTAIL AT THE CITY HALL (SALLE DES ILLUSTRES)

Description: For all requests for a reception in the Salle des Illustres at the Capitole, City Hall, please send a letter of request to :

jean-luc.moudenc@mairie-toulouse.fr

All receptions in the Salle des Illustres are subject to decision and validation by the relevant departments of the Town Hall; you will be informed directly by mail of the decisions taken.



REQUEST FOR TOURISTIC DOCUMENTATION

PLEASE INDICATE YOUR DOCUMENT PREFERENCE (SUBJECT TO AVAILABLE STOCK)

Toulouse Magazine

Tourist Map

Quantity:

Quantity:

Preferred language:

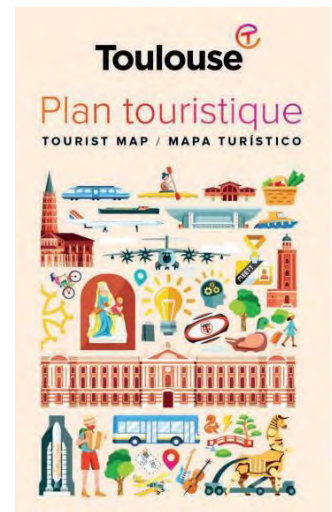
French/English

French/Spanish

Preferred date for pick-up:

Pick-up location and address:

Tourist Office - Donjon du Capitole
Square Charles de Gaulle 31000 Toulouse



This form concerns papers documents only; you can download digital version on the “organizer kit”

You will receive an email from the relevant department when your documents are available for pick-up, approximately 10 days prior to your event. You may then come and collect your documentation at the Tourist Office.

TOURIST OFFERS / SOCIAL PROGRAM

We can put you in contact with the relevant tourist services: visits, congress programs, accompanying program. The Tourist Office as well as Pays d'Oc and Manatour Group can propose tailor-made visits and programs.

2 HOURS TO DISCOVER THE CITY



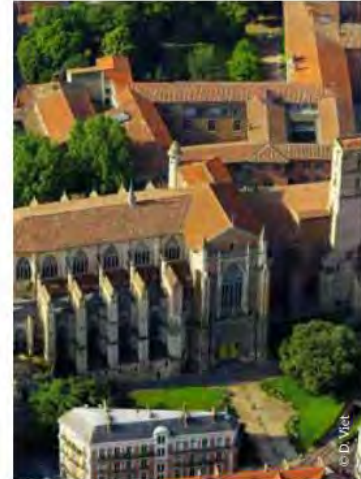
GREAT MONUMENTS OF TOULOUSE

After seeing the Place du Capitole, the basilica of Saint-Sernin and the Jacobins church, from the banks of the River Garonne you can admire the splendid views of the most iconic monuments of Toulouse.



A LITTLE TOUR IN THE COURTYARDS

A courtyard that is practically hidden, an unexpected courtyard, a courtyard that is no more, cloistered courtyards, a simple little courtyard... You may have already guessed that this is a trail through the city in search of its courtyards!



IN THE HEART OF THE SAINT-ÉTIENNE QUARTER

Visit the cathedral and its discreetly charming neighbourhood. This tour goes far from the bustle of city life and is studded with narrow streets, small squares and former official buildings that should not be overlooked.



AVE TOLOSA

The year is 50 B.C. All of Gaul is occupied by the Romans. And yes, that includes Tolosa! Across the city and at the Musée Saint-Raymond we can retrace the history of these ancient times together.



GRAFF TOUR

Street art has made itself at home on our walls. Discover its origins and its codes, the artists that have defined Toulouse from the 1990s and the artworks that are still visible on our streets, some created during festivals like Latino Graff or Rose Béton.

The visitor's opinion

This visit in pairs is extremely rich and interesting for all members of the public, whether they are experts or novices. The use of a coach allows visitors to access a greater number of works. It was really a beautiful, original and instructive visit.

FISSO
on 27/04/2018 - "Graff tour" visit.
Posted on our web site.



TOURIST PASS

With the Tourist Pass each visiting delegate can take advantage of the «good deals» for its stay in Toulouse.

Visits, culture and transport. An unlimited Toulouse Experience!

- Includes all public transports ·
- Free access to Museums and monuments·
- A wide array choice for entertainment at preferential rates
- A guided tour of your choice listed in the Tourist Office program



www.toulouse-visit.com/pass-tourisme

ORCHESTRE NATIONAL DU CAPITOLE - THÉÂTRE DU CAPITOLE

-10% de 10 à 49 places

-30% à partir de 50 places



Take advantage of discounts at the Capitole National Theatre for tickets purchased for a sameshow (operas, ballets, concerts)

www.theatreducapitole.fr -- onct.toulouse.fr

TOULOUSE SOUVENIR SHOPPING

Please contact us for updated information concerning preferential rates on brands and products.

WHAT CAN I TAKE HOME WITH ME?



YOUR COMMUNICATION TOOLS

MARKETING ELEMENTS

Don't hesitate to ask for the Organizer Kit !

One's of the Convention Bureau role is to "make the city easier" for you, and to do this we have prepared a turnkey organizer's kit. This kit brings together all the marketing elements to help you communicate about Toulouse as a destination and provide the right information for your delegates.



5 reasons to visit Toulouse

Knowledgeable and lively, Toulouse offers you all its treasures. This subtle cocktail of art de vivre and success stories makes it an ideal destination.

Exceptional heritage
Three sites listed as World Heritage, museums that recount two thousand years of history, pretty streets and squares as well as around one hundred mansion houses built in the XVI Century.

The capital of aeronautics and Space
From the Aeroscopia Museum to the Cité de l'Espace, Toulouse is an essential stop-off for lovers of aeronautics and Space exploration.

The pleasures of the table
Regional products and wines take pride of place: bon viveurs will especially appreciate the famous Cassoulet, wines of the South-West, cheeses from the Pyrenees or even Toulouse sausage.

You will find a wide range of documentary resources and communication elements to help you develop your materials.

ICCA



In compliance with the development policy of the destination, we reference all events taking place in Toulouse bearing links with ICCA (International Congress & Convention Association) in order to position Toulouse on the global ranking of cities hosting international congresses.

AUTORISATIONS

I the undersigned

Full Name:

Title :

Certify that all the information provided in the present document is true and correct.

WELCOME PACK REQUESTS

To be initiated **3 months** before the event

I hereby request the Toulouse Convention Bureau to provide or start proceedings for:

Travelling to Toulouse

Approach a preferred air / rail carrier for preferential rates

Set up a personalized welcome desk at the train station or at the airport Local

Mobility

Obtain a Congress Pass for my delegates if my congress is eligible for support

Advise me to find service providers according to my specifications

Launch a specific hotel rate request for my participants

Tourists offer

Apply for tourist documentation

Connect me with partners for tourism/social programs

Connect me with the Tourist Office for the Tourism Pass

Connect me with the Capitole Theatre for preferential rates

Connect me with partners to benefit from Toulouse's souvenir shopping offers

Communication

Send me all elements as part of the Welcome Pack

COMMUNICATION

I authorize

I do not authorize

The Toulouse Convention Bureau to publish on its online and social media channels all relevant information concerning my event (name, attendance, dates, and location)

Would you like to leave us a specific message?

SIGNATURE:

E-mail: