



ROYAL ORCHID

Sheraton

HOTEL & TOWERS

5 Keys To Running A Successful Business Meeting in Bangkok



1. Location, Location, Location

A successful meeting starts with choosing the right location. Make sure you choose a location that is convenient to find and get to, whether your attendees are arriving by plane, train or car. Remember, happy attendees are productive attendees – so choose a location that doesn't require hours of sitting in traffic. Make it a meeting to remember by selecting a venue with a location worth talking about. Earn some bonus points with international attendees by opting for a venue that puts top tourist spots within easy reach.

2. Well-Equipped & Well-Proportioned

Even the most convenient and postcard-perfect location won't save your meeting if the venue itself is poorly-equipped and inconveniently -proportioned. Great meetings happen in great venues. Choose a venue that offers flexible room configurations, customisable seating plans, personalised décor and event appropriate lighting. Add value to the meeting by choosing a technology-forward conference facility, don't settle for less than high-speed internet and state-of-the-art audio and visual equipment. Deliver your presentation the way you envisioned it, and not with outdated-projectors and intermittent-internet.

3. Plan Ahead

A truly successful meeting starts before you arrive – planning-ahead is key. Select a venue with an event coordinator who is keen to show you around and guide you through the planning-process. Visiting the venue and getting some creative inspiration from an experienced on-site coordinator will help take your meeting to the next level. From seating plans, to technology setup, make sure your event coordinator does the heavy lifting, allowing you to focus on the meeting itself. Meeting and conference packages can be both time-saving and cost-cutting, but don't choose one at the expense of personalization. Always choose a venue that is willing to customize a package that meets your needs.

4. Time is Money

Perhaps a little cliché but when it comes to business meetings it's an undeniable truth that time is money. Creating an agenda is a tried and tested method of sticking to schedule. And without stating the obvious, it's essential to keep an eye on the time throughout your event. Make sure you choose a venue that is designed for optimum meeting productivity.

5. Take a Break

Any good business meeting includes scheduled breaks allowing your team the chance to refresh and recharge. Ensure you schedule realistic breaks, allowing time for everyone to check e-mail or return any essential calls, and perhaps mostly importantly, allowing both yourself and your team time for a quality re-fuel. Don't settle for cold coffee and boring biscuits, choose a venue with comfortable breakaway rooms and an exciting choice of break time menus.

Why Choosing Royal Orchid Sheraton?



Location

The hotel sits in a highly sought after location on the eastern bank of the spectacular Chao Phraya River right in the heart of the business and entertainment district and within easy reach of tourist favorites. Getting to and from the Royal Orchid Sheraton Hotel is no trouble at all, whether you are arriving by car, boat, sky-train or flying in to Bangkok International Airport.



Venue

Royal Orchid Sheraton Hotel is an outstandingly well-equipped river-front conference venue with 22 unique venues thoughtfully designed with all your event and meeting requirements in mind. The hotel offers a variety of venue sizes, from the main ballroom with space for up to 800, through to smaller and medium-sized meeting rooms, suitable for intimate functions and upscale board meetings.



Plan

At the Royal Orchid Sheraton Hotel there's a meeting package to suit all your event requirements and help lighten your load. Before, during, and after your meeting there will be a dedicated event manager on hand to ensure everything goes smoothly.



Break time

At the Royal Orchid Sheraton, they don't compromise on meeting menus. Why not opt for a coffee break with a difference with tempting choices including 'Street Food Theme', 'Eco Theme', and even an 'Ice Theme'. You may browse our meetings page to determine which meeting room best caters to your specific needs. You may also contact us directly to Request for a Proposal of the various meeting room.

Royal Orchid Sheraton Hotel & Towers

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