

Rate Card

CONFERENCE PRODUCTION & EVENT MANAGEMENT

Professional Overview

This proposal outlines the engagement terms for Rebecca, providing senior-level conference production services, and event management. The fee structure is designed to reflect high-level strategic oversight while ensuring all logistical milestones are met within budget.

Fees

| Engagement Type | Rate (HKD) | Description |
|-------------------------------|------------------|--|
| Hourly Rate | \$450 | Ad-hoc consulting or defined short-term tasks. |
| Daily Rate | \$3,600 | Full-day on-site execution (standard 8-hour day). |
| Monthly Retainer | \$60,000 | Fixed monthly fee for 80–100 hours of dedicated support. |
| Fixed Project Fee | \$180,000 | Comprehensive end-to-end management (3-month cycle) |
| Emcee Services (non-project) | \$5000 -\$10,000 | High-level hosting, audience engagement, and script rehearsal. |

Scope of Work - Conference Production:

- **Content & Speaker Management:** Developing the event agenda, sourcing industry-leading speakers, and managing all briefing and logistics for presenters.
- **Operations & Logistics:** Venue sourcing and contract negotiation, vendor management (AV, catering, décor), and site mapping.
- **Strategic Project Management:** Full budget oversight, registration platform management, and maintaining a critical path timeline.
- **On-Site Leadership:** Producing the "Run of Show," managing stage timings, and supervising technical staff and volunteers.
- **Post-Event Delivery:** Comprehensive KPI reporting, attendee feedback analysis, and final financial reconciliation.

Scope of Work - Event Management

- **Operations & Logistics:** Handling venue negotiation, site mapping, vendor coordination (AV/Catering), and on-site "Run of Show" leadership.
- **Digital & Hybrid Event Strategy:** Configuring virtual platforms, managing multi-camera broadcasts, and implementing AI networking and live engagement tools.
- **Commercial & Sponsorship Management:** Driving revenue through partner sourcing, proposal writing, and overseeing sponsor activations and lead-capture ROI.
- **Audience Acquisition & Marketing Support:** Executing paid growth campaigns, managing PR materials, and optimizing registration data to increase attendance.
- **High-Touch VIP & Sustainable Planning:** Managing C-suite concierge logistics and implementing ESG-compliant waste reduction and eco-certified vendor strategies.
- **Strategic Project Management & Evaluation:** Providing full budget oversight, critical path timelines, and post-event "wrap reports" to analyze market impact.
- **Professional Emcee & Hosting (Add-on):** Delivering on-stage hosting, script development, and moderation of keynote and panel Q&A sessions.

Past Events

- **Consensus 2026** | *Coindesk*
- **Insurance Investor Summit Hong Kong 2025** | *InsuranceAsia News*
- **Digital Marketing Asia (Hong Kong & Singapore) 2024** | *Marketing-Interactive*
- **PR Asia 2024** | *Marketing-Interactive*
- **Lexology Live Hong Kong & Awards Dinner** | *Law Business Research*
- **IPBC Australasia & India (2019-2023)** | *Law Business Research*
- **Lexology Live Melbourne 2022** | *Law Business Research*
- **IPBC Asia 2022** | *Law Business Research*
- **Brand Strategy India 2020** | *Law Business Research*
- **Lexology Live Mumbai 2020** | *Law Business Research*
- **Lexology Live Singapore 2019** | *Law Business Research*