

1. Quick facts

Supplier	Anna Klissouras Solutions Single Member PC Fragkokastelou 12 73133 Chania Greece
Client	Confidential client
Deliverables and fees (excl. VAT)	Deliverables Project management for a Q1 executive thought-leadership event Optional: a) on-site event support, b) production of event collateral. Timing: August 2025 – February 2026 Fees: €8,000 (standard) or €6,000 (estimate-based) monthly retainer (total = €56,000/€42,000) Additional hours billed at the agreed hourly rate (€250)
Terms	Anna Klissouras Solutions standard terms and conditions apply
Supplier contact	Anna Klissouras, owner. hello@anna-klissouras.com
Client contact	[Client contact removed]

2. Project requirements

a) Project description

The client is preparing to host a high-profile, week-long event in a major European city during the first quarter of 2026. Designed to strengthen the company’s reputational presence and thought-leadership positioning in Europe, the event will center around three core days of programming (Tuesday through Thursday), comprising four expert roundtables and two networking receptions.

The agenda will address policy and business topics of strategic relevance to the client’s European operations, including emerging technologies, digital infrastructure, cross-border trade, sectoral transformation, cybersecurity, and data governance. Each session will be designed to highlight the company’s contribution to innovation, competitiveness, and responsible growth in Europe.

The event is expected to welcome approximately 450 unique participants over the course of the week. Attendees will vary by session and may include policymakers, think tank representatives, journalists, business leaders, and selected customers or partners. Attendance at any one time will be limited to a maximum of 100 individuals.

The event is tentatively scheduled for late January or mid-February 2026, subject to venue availability and the calendars of senior client executives.

b) Available resources

- **Venue:** The event will take place at the “selected venue provider” venue, which offers an integrated setup including an exhibition area, space for roundtables and receptions, as well as catering services and furniture. The precise scope of services and equipment included in the venue rental is currently under review and will require further clarification.

- Invitation management: Preliminary invitee lists are already in place. The venue partner provides access to a registration platform; however, the client will remain responsible for managing the operational aspects of invitations, registrations, and guest coordination.
- Collateral and visual assets: The client plans to leverage existing materials from previous events and conference appearances, including video content, branded displays, brochures, and selected printed thought-leadership materials for on-site distribution.

c) Required support

The client is seeking a project manager for the event to deliver the following tasks:

Area	Task	Priority	Predictability of effort	Hours estimate
Concept development	Develop event concept (incl. messaging, agenda, speakers, potential business partners, physical event set-up, pre and post communication)	High	Medium (risk: alignments with the client and potential partners)	16
Internal coordination	Secure client speakers and brief them	High	Medium (risk: availability of speakers unknown)	12
	Coordinate customer activation with internal client teams	High	Medium (risk: availability of customers and onboarding status of project lead unknown)	8
	Align with internal stakeholder teams on event messaging and agenda	High	Medium (risk: agreement and status on messaging unknown)	12
	Facilitate business meetings for the client business	Medium	High	4
	Coordination with selected venue provider event external agency	High	High	8
	Coordination with external agency	High	High	4
Partnership management	Secure third-party speakers in coordination with relevant agencies and internal teams, and brief them	High	Low (risk: preferred speakers and availability unknown)	16
	Align with strategic partner	High	Low (risk: Unknown partner behaviour)	12
	Coordination with external research organisation	High	High	8
Communications	Finalize invitees for each event element	High	High	4
	Invitation management	High	Low (risk: software and usability unknown)	16
	Pre-event communications	Medium	High	8
	Post event communications	Low	High	8

Asset development	Review and organization of existing assets	Low	Medium (risk: ease of identification and logistics unknown)	4
	Development of new event assets (booths, take-aways, brochures)	Low	Low (risk: needs unknown, may require additional vendors)	16
Total				156

3. Proposal

The client has expressed a preference for a retainer-based billing model. Based on this, and using the agreed hourly rate of €250, AKS proposes two options:

- a) **Standard model:** A monthly retainer of €8,000 (equivalent to 4 working days), for the period from August 2025 to February 2026, totaling €56,000. Unused hours can be used for other tasks, extra hours will be billed at the same hourly rate of €250.
- b) **Estimate-based precise retainer:** A monthly retainer of €6,000 per month (equivalent to 22 hours/month as per estimate) for the period from August 2025 to February 2026, totaling €42,000. Additional hours can be expected due to unknown variables of the project. These will be billed at the same hourly rate of €250.

4. Indicative project timeline

Task/Timing	August	September	October	November	December	January	February
Concept development	x	x					
Internal coordination	x	x	x	x	x	x	x
Partnerships		x	x	x	x		
Communications						x	x
Asset development					x	x	

5. Next steps

ETA	Owner	Task
23 July	Client	Provide feedback on the proposal, scope, and assumptions
23 July	Client	Confirm the scope of the current agreement with the venue provider (furniture, audiovisual, creative builds, collateral, catering)
25 July	Consultancy	Finalize proposal
28 July	Client	Open purchase order
1 August	Both	Start of project