



Executive PA FORUM

Your online directory brought to life!

May 4th 2023



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CONCIERGE VENUE FINDING PERKS AND REWARDS CONCIERGE VENUE FINDING PERKS AND REWARDS



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"Welcome to Miss Jones Ireland Expo 2023!"

We are thrilled to host you in the fabulous newly opened Dublin Royal Convention Centre in the heart of Dublin city centre.

We have gathered together some of our top listed suppliers and venues to join us under one roof, so you can meet with them face-to-face and have a great time doing it!"

Aisling, Lisa and Fiona - Founders, Miss Jones Ireland



? **Are you wondering what Miss Jones is all about?**

See us as your go-to directory where you can search options for venues, hotels, restaurants, corporate gifting, catering and more. We know how busy your job is and with the fast pace of business these days, our directory can help save you time and headspace to find the best venues and suppliers for your organisations' needs.

? **What areas or types of enquiries Miss Jones can help me with?**

Corporate meetings, conference and events venues, corporate gifting options, corporate hospitality for clients and staff including private dining, as well as events services and suppliers, office equipment, stationery and facilities suppliers. If you are responsible for employee engagement initiatives and/or employee reward options we can help!

? **How can I best use Miss Jones to help me?**

You can do a search on our directory, find your favourite listed venues or suppliers, and send an enquiry directly to them at the touch of a button. OR you can do another beautiful thing - you can send us details of your enquiry via our Concierge service and we'll do all the hard yards, searching for the perfect match for your needs!

? **Does Miss Jones Ireland only deal with last-minute bookings?**

No, although it is one of our strong points! As we have just launched our brand new directory with your needs in mind, we can send an enquiry out to multiple suppliers, all in one go. We can help you with events, team meetings, away days, corporate gifts, office supplies and more - whether they are required for next week, next year or further into the future.

? **Can I choose who gets my enquiry?**

Yes, if you're using our concierge service, you can let us know your preferred list of venues or suppliers - in fact we encourage you to - it helps us to understand the ideal style, tone and feel of the required venue/supplier so we can best recommend the one that will match your organisation's culture and preferences.

? **Does Miss Jones charge me a fee?**

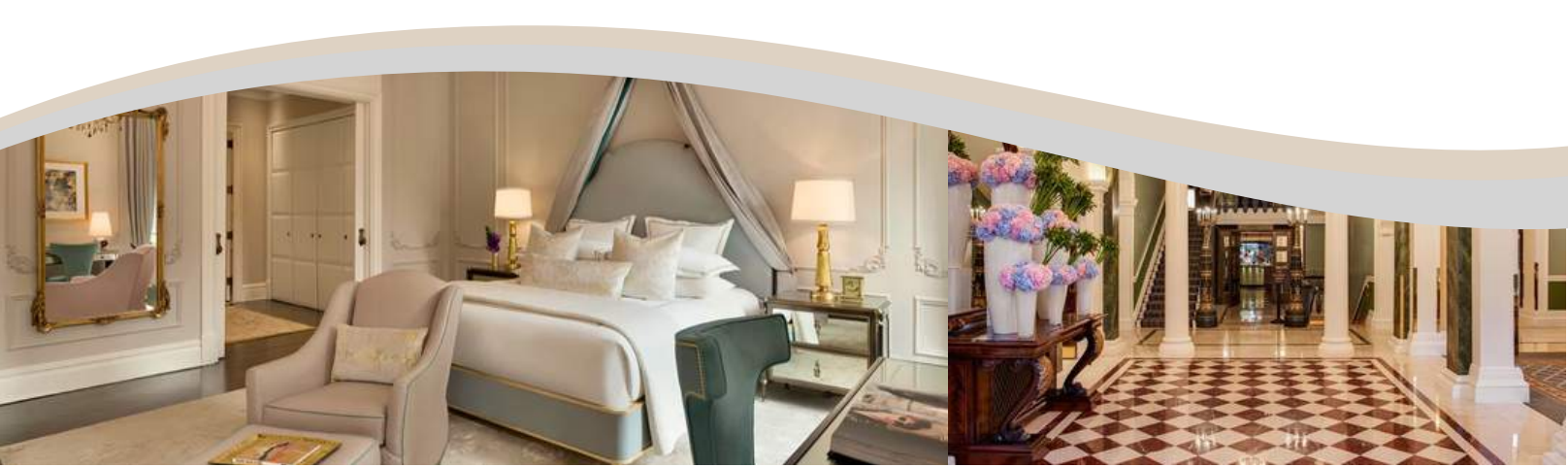
Nope, not a cent. We work with our suppliers getting preferred rates so you don't need to worry about unexpected bills. Your chosen venue/supplier rewards us and we reward you!

? **Does Miss Jones only work with PAs, EAs and business support professionals?**

Our service is perfect for persons working in any capacity of planning, organising, booking venues, suppliers, experiences, employee incentives and rewards, including HR and event management professionals. We do, of course, have a very special place in our hearts for our Executive PA Forum community!

? **Does Miss Jones make the final decision and make the booking for me?**

Not necessarily. We save you time and headspace by searching for the most suitable provider for your needs - you will receive a spreadsheet with details on your available options. You then choose who you would like to go with, so you can get in touch directly to confirm the booking. You do need to make sure you cc us on the confirmation. Alternatively you can let us know and we can book on your behalf. All the paperwork and contracts will be between you/your organisation and the service provider.



What exactly can Miss Jones Ireland do for me?

Picture the scenario - it's Thursday evening, the weekend is almost here, you are finishing off your day's work, about to shut down your laptop then PING! you get a notification from your colleague or boss that you need to book a dinner for 55 people for the following Tuesday night! .. Where do you start? What kind of venue is suitable? Where will you get booked at such short notice that caters to everyone's needs? Before you get to the stage of overwhelm, you just need to remember - that's where Miss Jones comes in!

The Miss Jones service makes booking corporate events so easy & hassle free!

Miss Jones saves me so much time and admin and on top of that it is totally free to use - plus I receive points for using them!

I would highly recommend.

Anon (Fintech EA)

You made my life 100 times easier this week!!

When I got that last minute ask, I was so stressed I wouldn't find a suitable venue for that size so soon.

I'm delighted with the tool. The suggestions I received and the details on pricing were so helpful and exactly what I was looking for.

Louise Keogh, PA, Fenargo

I expected a high-quality service and that was exactly what I received. Very fast in coming back with options.

It saved me a lot of time, I would highly recommend working with Miss Jones Ireland.

Thank you for all your help Aisling.

Stefanie Molloy, EA, MITIE

The Miss Jones Venue / Supplier Finding Service has made my life so much easier, it's like having your own Events Manager and takes all the stress out of searching for venues, particularly when trying to find a venue at short notice during busy periods.

It's also nice to receive rewards... I would highly recommend this service.

Susan Walsh, Castlethorn Management Services

Each team member Miss Jones Ireland is qualified to help you!

Aisling, Lisa and Fiona have over a decade experience each in event management, venue procurement and event execution - from fundraising to conferences, gala dinners, wellbeing bootcamps, and family fun days. They understand exactly what venues and recommended suppliers are best for your needs!



THE BEST BIT

Miss Jones Rewards

The more you book with Miss Jones the more we reward you

Our rewards programme is designed to say Thank you to our amazing clients that book our recommended venues and suppliers. Get rewarded in the following ways:

- Receive points every time you book through Miss Jones
- Redeem your points in vouchers of your choice
 - incl. shopping, dining, spa, and overnight stays
- Invitations to exclusive FAM trips, private dining, overnight stays at luxury hotels, experiences and more



SOME OF THE WAYS YOU CAN RECEIVE POINTS ONCE THE BOOKING GOES AHEAD



100 POINTS
When you join Free Membership



100 POINTS
When you book anything through Miss Jones under €500



250 POINTS
When you join Premium



250 POINTS
Every time you refer someone for Premium Membership



350 POINTS
When you book anything through Miss Jones between €500 - €2000



400 POINTS
When you book anything through Miss Jones between €2000 - €5000



1000 POINTS
When you book anything through Miss Jones over €5000



2000 POINTS
When you book anything through Miss Jones over €10000

HOW POINTS CONVERT INTO REWARDS

1000 Points Lunch for 2 or voucher of your choice worth €50	2000 Points Lunch for 2 or voucher of your choice worth €100	4000 Points Overnight stay at a 4 or 5* hotel
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4 WAYS YOU CAN ENQUIRE, BOOK AND RECEIVE POINTS

Please make sure to include Miss Jones Ireland in the **initial enquiry** through any of the following ways:

1

Fill out our Concierge Venue Finding form on our website

2

Email ireland@missjonesgroup.com and tell us what you need to book

3

Make direct contact with the venue/supplier through the listings on our directory.

4

Email the venue/supplier directly and simply cc ireland@missjonesgroup.com in the **initial enquiry**

MEMBER EXPERIENCES SO FAR

Members have already experienced amazing FAM trips to Ireland's 4* and 5* properties just like Muckross Park Hotel and The K Club



MEMBERSHIP OPTIONS

PREMIUM PLUS

€249/year or €24.99/ month

- Exclusive Event Access to Premium Events
- Free Venue & Event Planning services
- Quarterly Networking Events
- Professional Development & Training Discounts & Templates
- Access to Members Forum
- Access to Executive PA Forum Members' Platform
- Access to previous Executive PA Forum Training, Courses and Workshops
- See Members who are near you
- Discounts on all Executive PA Forum training and courses
- Opportunity to apply to attend exclusive FAM trips in 4 and 5 star properties

PREMIUM

€99/year or €9.99/ month

- Exclusive Event Access to Premium Events
- Free Venue & Event Planning services
- Quarterly Networking Events
- Professional Development & Training Discounts & Templates



DO I STILL EARN REWARD IF I'M NOT PREMIUM?

Yes. As you can see we have a free option purely for bookings - you still get rewarded for booking with us!

DOUBLE POINTS AS A THANK YOU!



Get double points if you book any of the exhibitors at the EXPO through Miss Jones Ireland within the **next 3 months**. Applies May 4th - August 4th

OUR DIRECTORY HAS HAD A REVAMP!



If you are tasked with planning the office Summer or Christmas party, drinks reception, private dining, conference/meeting room or purchasing employee gifts and rewards then we can help. We will find you the perfect match, saving you time and headspace - again, at no charge to you!

With our new and improved search engine

- It is so easy to search for the right venue and supplier yourself!
- Add to your wishlist
- Contact them directly



OSPREY HOTEL, NAAS - YOUR 4 STAR CONFERENCE ROOM.

📍 Devoy Quarter, Naas Co Kildare, Wgt. X16K, Outside Dublin **483.3 km**

☆ ADD TO WISHLIST

Email This Venue



OSPREY HOTEL, NAAS - ESCAPE TO OUR SPA

📍 Devoy Quarter, Naas Co Kildare, Wgt. X16K, Outside Dublin **483.3 km**

☆ ADD TO WISHLIST

Email This Venue



THE K CLUB

📍 Straffan, Co Kildare, W19 YX6, Outside Dublin **483.48 km**

☆ ADD TO WISHLIST

Email This Venue

Miss Jones
GROUP

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FANTASTIC PRIZES

Radisson Blu Royal Hotel Dublin Overnight stay for two in a premium room with super buffet breakfast

Mercantile Group €300 Mercantile Group voucher

Red Carnation Hotels Overnight in London for two with breakfast

Nola Clan Group Overnight stay including dinner in House Dublin or House Belfast

Teeling Whiskey Distillery Small batch hamper (incls array of goodies)

No. 25 & Suesey Street Dinner for two in Suesey Street

Hilton Garden Inn Dublin City Centre Overnight including breakfast for two

Rochtaíne Two night stay for up to 6 guests (includes Guinness on tap!)

Giftround Afternoon tea for two at Ashford Castle

Mount Juliet Overnight for two including dinner and breakfast

Nude Wine Co Summer selection box of wines

Harvey Nichols Hamper including champagne, prosecco, plus mix of beauty products



A MASSIVE
THANK YOU!!

This event could not have happened without the support of
exhibitors, hosts and sponsors

