

THE ULTIMATE INTERNATIONAL EVENT PLANNING CHECKLIST

A practical guide for selecting the right destination and the right venue for international corporate events.

This checklist focuses on the decisions that genuinely shape success at international scale. We recommend using it as an objective reference when evaluating different destinations and venues – and to add an extra layer to your decision-making process from the outset.

How to Use This Checklist

Go through the individual points at the start of the planning phase. Each of the criteria you tick helps you make clearer decisions and reduces the risk of any expectations not being met, while also ensuring you can deliver a smooth, high impact international event.

1 DESTINATION & VENUE READINESS

SELECT WHICH POINTS MATTER MOST FOR YOUR EVENT

Direct international flight connectivity from key delegate markets
Airport-to-city transfer time of 30 minutes or less
Reliable, city-wide public transport network
High safety standards and political stability
Sufficient hotel capacity at all quality levels
Availability of suitable venues at different scales and formats
Clear sustainability infrastructure and green certification options
Hands-on convention bureau offering neutral, free planning support
Access to public funding or financial incentives for events
Strong international reputation as a meeting destination

2 AMENITIES & OPERATIONAL CAPABILITY

THESE CHECKS WILL HELP YOU TO SEE WHETHER A VENUE CAN HANDLE YOUR EVENT IN PRACTICE

Flexible spaces with divisible halls, step-free floor plans and adaptable room layouts

Ability to manage overflow scenarios without reducing quality of experience

Dedicated in-house technical team experienced with external AV partners

Digital signage and intuitive wayfinding throughout the venue

Guaranteed high-capacity WiFi for thousands of simultaneous connections

Experienced project manager assigned from the moment you sign

Consistently fast response times from first enquiry (benchmark: <24h)

Catering integrated into delegate flow, not treated as an add-on

On-site kitchen facilities suitable for large-scale service

Clear sustainability pathway, including Green Meeting certification

Transparent, all-inclusive pricing without hidden uplifts

poly**STAGE**



AUSTRIA
CENTER
VIENNA

