

**Email correspondence between the Scottish Chambers of Commerce and the Scottish Government dated 11-12 September, with running order and logistical information**

**From:** [REDACTED]  
**Sent:** 12 September 2017 12:30  
**To:** [SCOTTISH GOVERNMENT OFFICIAL]  
**Subject:** RE: International Dinner on 19 September

[SCOTTISH GOVERNMENT OFFICIAL]

Please find briefing attached for Cabinet Secretary Keith Brown MSP attending the International Business Dinner on 19<sup>th</sup> September, Grand Central Hotel Glasgow.

Kind regards,

[REDACTED]

**From:** [SCOTTISH GOVERNMENT OFFICIAL]  
**Sent:** 11 September 2017 15:57  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** International Dinner on 19 September

Hi [REDACTED]

Hope you're well. I'm just getting round to thinking about briefing for Mr Brown for the dinner next week – hopefully your planning is a bit ahead of mine! It would be great if you could confirm some or all of the following:

- Programme for the event, including timings for Mr Brown
- Who will greet Mr Brown on his arrival and where the meeting point will be
- The key people Mr Brown will meet on the evening – grateful for copies of their biogs with photographs too if you have them
- A table plan and full guest list
- Any specific arrangements there may be for car parking
- Who the venue contact for the evening will be and their telephone number
- Dress requirements for the evening
- Will there be any media

Happy to discuss any of this.

Thanks

[SCOTTISH GOVERNMENT OFFICIAL]

## SCOTTISH CHAMBERS OF COMMERCE | INTERNATIONAL BUSINESS DINNER

Tuesday 19<sup>th</sup> September 2017 | 6pm – 10pm

**Venue:** Grand Central Hotel, Glasgow G1 3SF

**Room:** Grand Ballroom

**Key Contact:** [REDACTED]

**Number of Guests:** 170

**AV supplied:** Lectern & Microphone available

RUNNING ORDER	
5.30pm	Room set / Cloakroom open
6pm	Guests arrive / Welcome Drinks outside of Ballroom <i>Entertainment from Royal Conservatoire of Scotland</i>
6.30pm	Guests called into Ballroom
6.45pm	Opening remarks from Tim Allan, President SCC
7.00pm	Speech from Cabinet Secretary for Economy, Keith Brown MSP
7.15pm	Dinner service
8.45pm	Networking break
8.55pm	4 minute performance by soloist from Royal Conservatoire of Scotland
9.00pm	Keynote speech from Ambassador Liu Xiaoming
9.25pm	Closing remarks from Liz Cameron OBE, Chief Executive SCC
9.45pm	Formal close and networking

**1. Who will greet the Cabinet Secretary at the venue?**

[REDACTED]

**2. The key people Mr Brown will meet on the evening?**

List of these can be provided once ticket sales are closed off on Wednesday evening. by Friday 15<sup>th</sup> September.

**3. What time is the Minister speaking? 7.00pm**

**4. What is the length of time the Minister will be speaking? 12 mins max**

**5. A table plan and full guest list?**

This can be provided by Friday 15<sup>th</sup> September 2017

**6. Any specific arrangements there may be for car parking?**

[REDACTED]

**7. Venue contact for the evening and telephone number?**

[REDACTED]

**8. Dress requirements?**

Business attire.

**9. Will there be any media?**

A press release before the event will be circulated to the press. Further details to follow once draft is ready. A quote from Cabinet Secretary Keith Brown should be provided and sent to [REDACTED] for inclusion