

CONFERENCE LOGISTICS

- Meet with success

- ✓ Registration and accommodation booking services
- ✓ 'On line' registration & submission of abstracts & papers
- ✓ Conference management
- ✓ Exhibition management
- ✓ Sponsorship management
- ✓ Consultancy services

BACKGROUND PROFILE

Mission statement

To deliver best quality meeting management services tailored to the individual needs of our association, academic, government and corporate clients and provided with professionalism, innovation and attention to detail.

Company profile

Conference Logistics was established in 1990. We currently employ ten staff (three Conference Managers, three Conference Co-ordinators, two Registration Co-ordinators, a part time Office Manager and a part time Bookkeeper). We also have a trained pool of casual staff whom we draw on, as required, for data entry, staffing the registration desk etc.

A successful track record

Now in our sixteenth year of operation, we have established a very successful track record in managing conferences and workshops throughout Australia, including over eighty in Canberra. Our clients comprise professional associations, Commonwealth and State Government Departments, corporations and Universities, many of whom have provided us with referrals or 'repeat' business.

Conference Logistics has managed high profile national events, the most prestigious being the Constitutional Convention held in Canberra in February 1998. We have also managed many international and national conferences for clients including the Society of Hospital Pharmacists of Australia, the Primary Health Care Research and Information Service at Flinders University, ESRI Australia, the Australian Local Government Association, the Commonwealth Department of Environment and the Commonwealth Department of Health and Ageing.

The conferences we have managed range in size from small specialist government workshops with less than 100 delegates to conferences with up to 2000 delegates (Cardiac Society of Australia and NZ) and associated exhibitions. A selection of these is included in this document.

Accreditation

Both Jane Carter, Managing Director and Elizabeth Medley, General Manager have achieved professional accreditation by Meetings and Events Australia (MEA) as Accredited Meetings Managers (AMM).

Memberships

Conference Logistics is a member of Meetings and Events Australia (MEA) and a platinum member of the Canberra Convention Bureau (CCB). Jane was appointed to the Board of the CCB in 2004.

Australasian Alliance of Meeting Managers

Conference Logistics is the ACT member of the Australasian Alliance of Meeting Managers (AAMM), an Australian/New Zealand network of leading Meeting Managers committed to delivering a high level of service to clients. The other members of AAMM are Waldron Smith, Festival City Conventions, Leishman Associates, Conference Action and Forum Meeting Planners.



Commissions

Conference Logistics takes a strong stand on the issue of commissions within the meetings industry. As is the case for most Professional Conference Organisers and all travel agents we accept a 10% fee from hotels for the service we provide in processing hotel bookings and deposits on behalf of delegates and providing hotels with rooming lists. Apart from these commissions for accommodation booking services, we do not accept commissions or discounts of any kind. For all expenditure associated with the conference we obtain quotations and submit original invoices to the client for payment. This practice ensures that there are no hidden "mark ups" and the client pays the lowest possible prices for all costs associated with the conference.

LIST OF SERVICES

Project Management

Prepare conference timeline/action plan	<input type="checkbox"/>
Attend meetings of the conference committee	<input type="checkbox"/>
Provide general advice at meetings of conference committee	<input type="checkbox"/>
Monitor timeline and ensure that all deadlines are met	<input type="checkbox"/>
Prepare agenda and action lists for Committee meetings	<input type="checkbox"/>

Registration Management

Provide fully equipped secretariat facilities	<input type="checkbox"/>
Respond to phone, fax, and e-mail queries relating to conference	<input type="checkbox"/>
Register delegates using specialist conference registration software	<input type="checkbox"/>
Set up and process 'on line' registrations	<input type="checkbox"/>
Prepare registration form for inclusion in registration brochure	<input type="checkbox"/>
Confirm in writing all registrations and payments received	<input type="checkbox"/>
Prepare monthly statistics reports concerning registrations	<input type="checkbox"/>
Provide name badges, tickets for functions and satchel labels for all delegates	<input type="checkbox"/>
Coordinate packing of satchels for all delegates	<input type="checkbox"/>
Provide trained staff for 'on site' registration and to assist delegates and speakers throughout the conference	<input type="checkbox"/>

Financial Management

Open conference bank account	<input type="checkbox"/>
Seek separate ABN for conference	<input type="checkbox"/>
Prepare detailed preliminary budget specifying fixed and variable costs	<input type="checkbox"/>
Finalise budget for approval	<input type="checkbox"/>
Prepare monthly financial updates	<input type="checkbox"/>
Bank registration, sponsorship and exhibition payments	<input type="checkbox"/>
Monitor expenditure against the budget, ensuring costs kept within budget	<input type="checkbox"/>
Maintain auditable financial records of the conference	<input type="checkbox"/>
Provide financial information for preparation of BAS statements	<input type="checkbox"/>
Prepare and lodge quarterly BAS returns	<input type="checkbox"/>
Prepare final income and expenditure statement (if Conference Logistics is managing bank account)	<input type="checkbox"/>

Accommodation Management

Select, negotiate and book appropriate range of accommodation	<input type="checkbox"/>
Prepare accommodation information for inclusion in written materials	<input type="checkbox"/>
Process, amend when necessary and confirm all bookings with delegates	<input type="checkbox"/>
Monitor hotel bookings and provide hotels with rooming lists and hotel deposits	<input type="checkbox"/>

Venue Management

- Research cost and availability of suitable venues
- Book the most suitable venue and negotiate rates and conditions
- Advise client on signing of contract
- Liaise with venue concerning meeting room set-ups and all food and beverage requirements e.g. morning and afternoon teas, lunches, dinner
- Provide staff member to oversee all catering requirements during conference

Social Program Management

- Advise and co-ordinate social program (welcome reception, conference dinner etc.)
- Book venues and manage entertainment, theming and catering for all functions
- Plan and manage pre- and post- tours
- Plan and manage partners' program

Procurement of Conference Accessories

- Co-ordinate selection, design, production and delivery of all conference accessories e.g. conference satchels, folders

Invited Speaker Management

- Confirm arrangements with invited speakers once accepted invitation
- Liaise with speakers' agencies and book speaker (if required)
- Liaise with speakers concerning their audio visual requirements
- Book travel and accommodation for invited speakers as required
- Brief session chairs
- Seek quote for audio visual requirements and liaise with audio visual provider concerning all audio visual requirements

Abstract and Paper Management

- Prepare and distribute 'Call for Papers'
- Prepare and despatch guidelines for the submission of abstracts and/or papers
- Establish 'on line' receipt of abstracts
- Receive abstracts and prepare for consideration by Conference Committee
- Notify authors of acceptance
- Co-ordinate preparation of a Book of Abstracts/Conference Handbook
- Co-ordinate poster display
- Seek consent from authors for publishing their presentations
- Seek final copies of papers/presentations electronically
- Co-ordinate preparation and distribution of conference proceedings (e.g. CD rom/internet)

Production Management

- Select audio visual company to manage audio visual arrangements
- Co-ordinate audio visual requirements for each room and presenter
- Oversee and manage 'on site' staging and audio visual production associated with the business and social programs

Graphic Design and Printing Management

- Co-ordinate development of conference logo/design image
- Draft all conference brochures
- Supervise the design and printing of all printed materials e.g.stationery, name badges, brochures, handbook etc.
- Supervise the design and production of all conference signage

Sponsorship Management

- Provide advice on sponsorship options
- Prepare and co-ordinate design of sponsorship prospectus
- Distribute sponsorship prospectus to previous sponsors and potential sponsors as nominated by client and follow up
- Manage, sell and co-ordinate all sponsorship arrangements
- Handle enquiries and receive bookings for sponsorship
- Confirm sponsorship arrangements and ensure that all sponsors' requirements are met during the planning and staging of the conference

Marketing

- In consultation with client, develop marketing strategy
- Supervise distribution of brochures in accordance with strategy
- Arrange for promotional advertisements
- Arrange listing of conference on relevant websites
- Establish and host conference website

Travel & Tour Management

- Co-ordinate hire of buses for transfers to social functions, venue etc.
- Co-ordinate arrangements for pre and post tours
- Co-ordinate arrangements for Partners program tours

Exhibition Management

- Prepare exhibition proposal for potential exhibitors
- Distribute exhibition proposal to lists provided by client
- Manage, sell and co-ordinate all arrangements for the exhibition
- Handle enquiries and receive bookings for exhibition



Post Conference Management

- Chase outstanding payments for up to three months following conference
- Finalise all accounts and payment thereof
- Provide final conference report
- Arrange audit of conference accounts
- Prepare conference evaluation form
- Analyse and report information from conference evaluation form
- Finalise all accounts and payment thereof
- Provide final conference report

7. Speakers:
 Estimated no. of invited keynote speakers:
- Estimated no. of concurrent session presenters:
- Call for Papers Yes No
- Printed abstracts inc in Conference handbook Yes No
- Estimated no. of abstracts:
- Estimated no. of poster presenters:
- Paper Proceedings (printed in publication) Yes No
- Paper Proceedings (available on CD rom) Yes No
- Paper Proceedings (available on internet) Yes No
- Paper Proceedings available at conference Yes
- Paper Proceedings available post conference Yes
- Estimated total no. of papers for proceedings:
8. Social program:
- Welcome reception Yes No
- Conference dinner Yes No
- Social dinner Yes No
9. Accompanying persons program: Yes No
- If yes, approx. number of participants
10. Formal Trade Exhibition (with booths) Yes No
- If yes, approx. number of booths
- Approx booth sale price \$.....
- Trade Display (with tables and boards) Yes No
- Regular exhibitors Yes No
11. Sponsorship: Regular sponsors Yes No
- Sponsorship target \$.....
12. Frequency of committee meetings (monthly etc.)
13. Details of marketing/promotional needs:
- use established membership data bases Yes No
- set up new data bases Yes No
- establish conference website Yes No
- Types and frequency of publications sent to members (e.g. journal, newsletters etc.)
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PREVIOUS AND CURRENT CONFERENCES

Association - International

- 2nd International Salinity Forum, April **2008**, Adelaide
- 18th International Conference on Plant Growth Substances, IPGSA (International Plant Growth Substances Association), CSIRO, **2004**, Canberra
- CEC 2003 (Congress on Evolutionary Computation), University of NSW, **2003**, Canberra
- Ninth International Conference on River Research and Applications, University of Canberra, **2003**, Albury

Association - National

- Australian Wound Management Association, May **2008**, Darwin
- AELERT (Australian Environmental Law Enforcement and Regulators) Conference, November **2007**, Adelaide, **2006**, Sydney, **2005**, Brisbane and **2004**, Melbourne
- 28th Federal Conference, Society of Hospital Pharmacists of Australia, **2007**, Sydney
- 2006 National Local Roads and Transport Congress, Australian Local Government Association, July **2007**, Newcastle, **2006**, Alice Springs, **2005**, Launceston, **2004** Barossa Valley and **2003**, Kalgoorlie
- 5th Biennial SHPA Clinical Conference, November **2006**, Melbourne
- Australian Lactation Consultants Association National Conference, October **2006**, Melbourne
- CSANZ 2006, Cardiac Society of Australia and New Zealand, August **2006**, Canberra
- Australian Nurses Teachers Society, September **2006**, Canberra
- 29th Hydrology and Water Resources Symposium, Engineers Australia, **2005**, Canberra
- Drama Australia, National Conference, ACT Drama Teachers Association, **2004**, Canberra
- CONASTA 53, Australian Science Teachers Association, **2004**, Canberra and CONASTA 45, **1996**
- 26th Federal Conference, Society of Hospital Pharmacists of Australia, **2003**, Canberra
- Spatial Sciences 2003, Spatial Sciences Institute, **2003**, Canberra
- RAPI 2001 Congress, Royal Australian Planning Institute, **2001**, Canberra
- Environment Institute of Australia National Conference, **1993 & 2001**, Canberra
- 25th Australian and New Zealand Intensive Care Annual Scientific Meeting, Australian and New Zealand Intensive Care Society and the Australian College of Critical Care Nurses, **2000**, Canberra

Government

- ASPI International Conference, Australian Strategic Policy Institute, July **2007**, September **2006**, Canberra, **2005**, Canberra
- National Water Commission Stakeholder Forum, June **2007**, Canberra
- 2006 Biennial Health Conference, Department of Health and Ageing, November **2006**, Sydney
- Natural Resource Management Facilitators Forum, Department of Environment and Water Resources and the Department of Agriculture, Fisheries and Forestry, September **2007**, Canberra, July **2006**, Canberra **2005**, Melbourne and Canberra, and **2004** Canberra
- Towards Australia's Safest Workplaces II, Comcare, **2005**, Canberra and **2004** Canberra and the Rehabilitation Conference, Comcare, **2004**, Canberra
- Metals 2004, ICOM, National Museum of Australia, **2004**, Canberra
- Health Information Summit, Department of Health and Ageing, **2004**, Melbourne
- Intercom 2003, ICOM, Australian War Memorial, **2003**, Canberra
- Health Care in Focus (incorporating the 14th Casemix Conference), Department of Health and Ageing, **2002**, Melbourne, **2001** Hobart, **2000** Cairns, **1999** Darwin, **1998** Melbourne and **1997** Brisbane

- UNESCO World Heritage Committee Meeting, Department of Environment and Heritage, **2000**, Cairns
- International Whaling Commission Meeting, Environment Australia, **2000**, Adelaide

Government – Local

- Sustaining our Communities (Local Agenda 21) Conference, Adelaide City Council, **2002**, Adelaide

Community Based

- Sustainable SA, Conservation Council of SA, **2004**, Adelaide
- Biodiversity – Outback and Upfront, Western Catchment Management Committee and Lower Murray- Darling Catchment Management Committee, **1999**, Broken Hill

Academic

- 10th Murray-Darling Basin Groundwater Workshop, September **2006**, Canberra
- General Practice and Primary Health Care Research Conference, Primary Health Care Research and Information Service, **2006**, Perth, **2005** Adelaide, **2004** Brisbane, **2003** Canberra, **2002** Melbourne, **2001** Adelaide, **1999** Brisbane, **1998** Sydney, **1997** Melbourne and also in **1996** Sydney
- Fenner Conference on the Environment, Cooperative Research Centre for Freshwater Ecology, University of Canberra, **2001**, Canberra

Corporate

- OZRI 2007, ESRI Australia, November **2007**, Sydney, November **2006**, Melbourne, **2005** Gold Coast and **2004** Canberra
- Integral Energy, **2006**, **2005** and **2004**, Sydney and Wollongong

Referee names and contract details will be provided on request

REFEREES

Anne-Marie Dunk
Australian Wound Management Association Conference
02 6244 2396

Dr David Coles (Convenor, Cardiac Society of Australia and NZ Annual Scientific Meeting 2008)
02 6285 4588

Prof Cathy Owen
Australian and NZ Association of Medical Educators
02 6125 9686

Dr Gabrielle Cooper, University of Canberra
Society of Hospital Pharmacists – 26th Federal Conference in Canberra,
5th Clinical Conference Melbourne and ANZAME, Canberra
02 6201 2254

Ellen McIntyre, Manager, Primary Health Care Research & Information Service (PHC RIS)
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GP & PHC Research Conferences
08 8204 3167

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02 6266 5616

Greg Sullivan
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07 3224 7674

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