



SERVICES

Jill Bannon Corporate Event Management (Tas) can provide a range of services integral to hosting a successful conference, outlined below

FINDING THE PERFECT VENUE

- Sound knowledge of conferencing and event venues around the state
- Great working relationships with conference and event professionals at venues and external providers

PLANNING & COORDINATION

- A tailored approach to every aspect of your conference/event
- All pre-conference logistics + close liaison with your selected venue to ensure smooth and professional delivery and ultimate success of your conference/event

AT THE VENUE

During your conference JBCEM Tas will be in attendance at all times to suit the program and will:

- Prepare a detailed and daily running sheet for the event
- Act as the main point of contact with all sub-contractors including venues, caterers and hire companies to ensure smooth running of the event
- Provide an enquiry service on all travel and touring, pre and post event to delegates
- Assist the Organising Committee in the daily routine of the conference
- Manage all AV requirements in conjunction with AV supplier
- Assist with speakers requirements at the venue
- Ensure all venue staff are fully briefed and trained in requirements for event
- In conjunction with the venue, manage operations on site
- Coordinate food and beverage requirements with venue
- Ensure friendly hospitality is provided at all times

CONFERENCE PROGRAM

- Oversee venue meeting room allocation and program co-ordination
- Produce a detailed schedule for the conference program in conjunction with committee
- Coordinate session chairs and speakers if required
- Develop concepts for welcome reception/sponsors cocktail reception/conference dinner in conjunction with committee
- Develop partners/associates/family programs in conjunction with committee

ADMINISTRATION & SECRETARIAT

- Be available to attend selected meetings – face to face or teleconference
- Assist with development, hosting and maintenance of website
- Assist in sourcing a range accommodation options for delegates to suit budgets
- Develop and manage mailing lists if required



ADMINISTRATION & SECRETARIAT (cont)

- Keep a filing system of all conference correspondence
- Liaise with and manage the conference venue/s
- Organise conference tickets & name tags
- Arrange printing, management and packing of satchels and material to be included
- Staff and welcome delegates at the conference registration desk
- Undertake active role in promoting the conference to potential delegates
- Assist in developing marketing plan
- Coordinate printing and design of conference stationary

FINANCE & BUDGET

- Assist with creating and managing conference/event budget
- Set up and manage the conference/event bank account if required
- Arrange suitable insurance through reference to suitable supplier if required
- Provide regular budget, banking & accounting reports
- Receive and review all invoices and payments relating to the conference
- Pay all invoices in conjunction with treasurer
- Reconcile conference/event account

MARKETING & SOCIAL MEDIA

- Assisting with developing a marketing plan
- Assist with creating on-line registration and hard-copy registration form
- Manage social media exposure in the lead up and during conference/event

SPEAKERS

- Manage all audio-visual requirements through liaison with AV supplier
- Assist with keynote speakers' travel arrangements and accommodation if required

SPONSORSHIP AND EXHIBITION

- Assist with establishing sponsorship and exhibition budget
- Assist with preparation of sponsorship prospectus if required
- Obtain quotes from and appoint exhibition sub-contractors
- Produce exhibition floor plan and liaise with sub-contractors on on-going basis
- Liaise with sponsors and exhibitors on on-going basis to ensure delivery of products, storage, collection
- Coordinate allocation of booth spaces with approval of committee
- Assist with bump-in and bump-out of exhibitors
- Invoice and receipt sponsors and exhibitors if required

ADDITIONAL

- Any additional requirements as agreed with committee during planning phase