





DC Conferences is a leading provider of conference management services in Australia. We provide our clients with the highest standards of professional service, based on innovation and integrity.

We are a company that our team is proud to be a part of and which makes a positive difference to the conference management industry in Australia.

Our aim is to understand the culture and objectives of your professional body, association or corporation to produce a unique and memorable event, which reflects your style and achieves your objectives.

Whether your event is a one-day seminar for a small group or a week-long international congress with over a thousand delegates, DCC has the facilities and experience to guide you through the planning process.



Attributes

- Maturity and a proud reputation as a meeting / events industry leader
- A highly experienced and dedicated team, employed on a full-time basis
- Resounding acclaim offered by current and past clients
- An outstanding track record of income generation and profit return for clients
- Accreditation with industry associations including Meetings and Events Australia (MEA) and the Professional Conference Organisers Association
- Customised state-of-the-art database for registration, speaker and abstract management
- Demonstrated ability to manage diverse sub-committees
- Specialisation in conference management for professional bodies
- Ability to innovate while respecting the culture of an established conference
- Ability to manage from small single stream conferences and workshops to large multi-day / multi-stream international congresses
- Ability to manage industry exhibitions of all sizes
- Experience in successfully raising sponsorship income
- Experience and knowledge of venues and service providers across Australia and Internationally
- Well-developed business practices and infrastructure
- Well-equipped office; networked computer systems
- Data security
- Proven financial expertise
- Secure payment / merchant facilities

Our Services

If our attributes are those you seek in a conference management company and if you want to feel confident that your event will be managed to the highest professional standards, without stress, then contact DC Conferences.

DC Conferences staff have strong interpersonal skills and will work with you to understand and achieve your conference objectives. We are extremely experienced and highly respected, and have the specialist skills needed to guide and direct each phase of the planning process.

We can assist with management in the following key areas:

1. **Venue**

2. **Audio Visual**

3. **Committee/s Management**

4. **Conference Marketing & Promotion**

5. **Accommodation**

6. **Registration**

7. **Speakers**

8. **Abstracts**

9. **Exhibition & Sponsorship**

10. **On-site Requirements**

11. **Financial Management**

12. **Post-Conference Reporting**



- Provide guidelines to the committee in relation to areas of its responsibility
- Provide a professional, consultative approach to all committee enquiries
- Provide a critical path with dates around which all other activities fall
- Coordinate and facilitate committee meetings

- Develop and implement a tailored marketing strategy to maximise delegate attendance
- Oversee design and development of all online and printed conference marketing collateral

- Obtain quotes and negotiate best rates for a range of accommodation
- Manage block bookings • Manage venue attrition clauses / contracts

- Dedicated registrations coordinator to provide confirmation of receipt of registration and payment and manage delegate enquiries
- A user-friendly, secure online registration form linked to the conference website
- Clear, consistent communication to delegates of all updates and changes prior to arrival at the event

Our Services cont.

7. Speaker Management

- Full management of all keynote and invited speakers including VIP and international speakers - obtaining bios, abstracts and AV requirements
- Assisting speakers by booking airfares and accommodation
- Arranging itineraries, transfers and speaker gifts
- Clear, consistent communication to all speakers, of all updates and changes prior to arrival at the event
- Onsite speaker room with dedicated audio-visual technician to assist speakers with presentations

8. Abstract Management

- Provide a state-of-the-art online abstract management system, that allows reviewers secure access to the abstract portal for easy, online review and scoring of abstracts
- Provide extensive reporting to ease and assist with allocations of abstracts
- Confirmation to abstract presenters

9. Exhibition/Sponsorship Management

- Identify and source prospective sponsors and exhibitors
- Personalised approach to past sponsors and exhibitors
- Design and prepare tailored exhibitor and sponsorship promotional collateral
- Proactively source sponsorship and exhibition sales opportunities
- Manage sponsor and exhibitor administration and payments
- Provide onsite assistance to valued sponsors and exhibitors



10. Onsite Management

- Professional and friendly service to delegates and speakers
- Project manage all onsite requirements with venue and audio visual to ensure program runs effectively and to time
- Efficient onsite registration facilities

11. Financial Management

- Maintain accounting records for all conference transactions
- A dedicated conference bank account
- Collect GST and provide GST reports as required
- Provide financial reports to the committee regularly
- Provide full financial post-conference reports including Profit/Loss & balance sheets

12. Post Conference Reporting

- Provide and distribute a tailored online evaluation form to delegates, including data management
- Prepare a detailed post event report covering all aspects of the event including overviews, feedback and recommendations





What our clients say....

During the conference I witnessed your personal efforts as well as those of your team to ensure the smooth and efficient running of the various activities. The Hilton was an excellent venue with superb facilities. Your staff's ongoing assistance and attention to the smallest detail contributed greatly to the success of the conference.

Dr Shlomo Levin, President, International Organisation of Judicial Training, October 2009

When we took on the task of holding an international conference for 300 delegates, we had no idea of the complexity and difficulty that lay ahead... dealing with doctors from 18 countries, different cultural backgrounds and expectations. The DCC team simply made it happen. They are great communicators.

**William Sears & Ian Farey Co-Chairs,
4th Asia-Pacific Cervical Spine Society
Conference, Sydney, November 2010**

We have been extremely impressed with the professionalism and quiet efficiency of DC Conferences staff. In particular they excel at good communication in all phases of preparation for, and the actual running of meetings such as ours. We could not be happier with the DCC team.

Graeme Brazenor, President, Spine Society of Australia, April 2011

The Australasian Society of Cosmetic Medicine, and more recently the Australasian College of Aesthetic Medicine have worked with the team at DC Conferences for the past six years, convening the National Laser and Cosmetic Medicine Conference. Each year the conference is better attended and more successful due largely to the professional work of DC Conferences. I highly recommend them to any organisation planning a conference.

Dr Sharron Phillipson, Immediate Past-President, Australasian Society of Cosmetic Medicine, September 2011



Feedback

Because DC Conferences continuously welcomes feedback, we conducted a survey of our clients during October 2011. This table shows the percentage of high rating responses which were collected with anonymity from 20 clients who are currently using our services or have had recent experience with DC Conferences.

Respondents were asked to assess DC Conferences' performance of the listed services, by rating each on a scale of 1 - 5, where 5 = high and 1 = low

**% of
Responses
Rated 4+**

DC Conferences Services

90.4%	Venue selection and management
90%	Understanding of the conference aims and objectives
90%	Committee management eg timelines, agendas, minutes, frameworks
89.5%	Audio visual management
78.9%	Accommodation block management
85%	Marketing
85.7%	Liaison with speakers and chairs
81%	Management of VIP requirements
90%	Management of online registration
90%	Management of online abstract submissions
80%	Sourcing of exhibitors and sponsors
80%	Management of industry exhibition requirements
80%	Management of sponsor pledges
81%	Conference publications: websites, delegate handbooks, speaker papers
85.7%	Onsite management: registration desk, delegate liaison, venue liaison
89.5%	Conference finance and budgets
82.5%	Profit generation (if applicable)
89.5%	Communication with committee/s
84.2%	Communication with delegates
85%	Delegate evaluation reports
85%	Post conference demographic reports



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