



BUSINESS EVENTS INDUSTRY AOTEAROA (BEIA) PROFESSIONAL CONFERENCE ORGANISERS GROUP (BEIA Approved PCO)

Minimum Service Levels

Members must be capable of being responsible for:

1. **Project Management** (should include the ability to advise clients on all matters regarding conferences and the timeframes required to create a conference from scratch and take it to a successful conclusion).
2. **Event Risk Management Plan** (must comply with the NZ Health & Safety at Work Act 2016).
3. **Abstract Handling** (should include on-line abstract handling and/or paper abstract handling, the abstract review process, production of an abstract publication, etc).
4. **Speaker / Programme Management** (should include the co-ordination of the speakers, the planning of the sessions, the overall logistics related to the contents of the congress programme, and the production of a programme overview).
5. **Marketing & Promotion** (should include the development and execution of a congress marketing & promotion strategy, production of the various announcements and programmes as well as promotional material, and presentation / representation of the event to potential participants, sponsors or other stake holders).
6. **Budgeting** (should include drafting and managing of the congress budget).
7. **Financial Management** (should include the management of bank accounts, cashflow, taxes, GST, preparation of accounts, etc as well as invoicing and payments).
8. **Exhibition** (should include the selection of exhibition space, the preparation of exhibitor guidelines and exhibition floor plans, the sales and allocation of stand spaces, the co-ordination of stand services, invoicing, and the co-ordination of set-up and dismantling of the exhibition).
9. **Sponsorship** (should include the identification and development of sponsorship opportunities and guidelines, the sales and marketing of sponsorship opportunities to potential sponsors, and delivery).
10. **Registration** (should include on-line registration and paper registration, on-site registration, collection of fees, and statistical reports on registration numbers, breakdowns, etc).
11. **On-site Management** (should include the selection, contracting and co-ordination of supplier services required and the on-site management of the event).
12. **Conference Materials and Print** (should include design and production of any and all congress supplies such as programmes, badges, bags, etc).



13. **Venue Selection** (should include the selection of the venue and the negotiation of the contract, as well as ensuring that the relevant insurance cover requirements are met).
14. **Hotel Reservation / Accommodation** (should include hotel block-bookings, allocation of hotel rooms to individual participants and/or groups, payments, management of modifications, reporting, etc, in accordance with each hotel's terms and conditions).
15. **Social Programme** (should include the proposal, sales and management of various social programme activities such as opening & closing ceremony, gala dinner, etc).
16. **Tours** (should include the proposal, sales and management of accompanying participants' programmes, and pre- and post-congress events, etc).

Please send **this completed document** plus **Code of Ethics, Rules & Responsibilities**, together with your **Annual Compliance Review**, to:

Email: admin@beia.co.nz

**Refer to Checklist on Annual Compliance Review*

I AGREE TO BE BOUND BY THE ABOVE MINIMUM SERVICE LEVELS:

Name: Donna Clapham

Position: Managing Director

Company: Workz4U Conference Management Ltd

Signature: 

Date: 26 September 2022

(BEIA wish to acknowledge IAPCO (International Association of Professional Congress Organisers) Guidelines from which this text has been extracted.)