

MASTERMINDING THE PERFECT BUSINESS FUNCTION OR EVENT

★ COURSE OVERVIEW

Too many of us have been to one too many conferences or corporate functions that just don't live up to our expectations. Corporate functions and events are part of business and if you are the one entrusted with the big job, you need to be capable of delivering an event that lives long in the memory of those who attend. Managing budgets, deadlines and logistics have to become second nature to you. Fortunately, delivering top notch corporate events can be mastered. Ensure you possess the skills and competencies needed to orchestrate an unforgettable function time and again. The course covers the following key topics:

MARKETING & DELIVERING AN OUTSTANDING EVENT:

- Understanding all the elements that make an event successful and memorable.
- Delivering an event that will delight your client.
- Excellent communication between you, your client and service providers.
- Advertising & marketing the event.
- Creating excitement and interest in your event.
- Knowing who should attend.
- Creating invitations that work.
- Decorating and branding: achieving the balance.
- How to arrange sponsorship and what kind of sponsorship is appropriate.
- How to make people want to attend

MASTERING THE LOGISTICS OF IT ALL:

- Planning for the expected and the unexpected.
- Co-ordinating all parties involved.
- Negotiating the best deal with suppliers.
- Mastering budgeting so there are no nasty surprises.
- Applying basic project management principles.
- The value of performing site inspections.
- Ensuring stakeholder consultation.
- How specifications, procedures and checklists can make the process easy.

ENSURING ALL BASES ARE COVERED:

- How to choose an appropriate guest speaker.
- Knowing when to have a master of ceremonies.
- About photographers.
- What kind of audio and visual equipment you will need.
- How to organise the technical equipment so that it actually works on the day!
- How to ensure a smooth and effective registration process.
- About bookings, confirmations, invoicing and payment.
- PR and the media.

COURSE DATE

24 - 25 March 2010

COURSE DURATION

2 days - 08:30 to 16:30 daily

COURSE FEES

R6 890 (excl. VAT) per delegate

5% discount
for enrolment 2 weeks
prior to course date.

WHAT'S INCLUDED

- Dynamic and knowledgeable facilitators
- Training File and a CD
- Certificate of Attendance
- High quality training venue
- Lunch and refreshments
- Parking
- Quality folder, notepad and pen

REGISTRATION DEADLINE

Registration Confirmation must be sent prior to the start of the scheduled course.



WHO SHOULD ATTEND

- Event organisers/administrators
- Personal Assistants, secretaries and administrators
- Marketing assistants & administrators
- Conference or training co-ordinators and administrators
- Anyone involved in the planning of conferences, workshops, training, end of year functions, client functions, product launches, breakfast seminars, cocktail parties, company functions or other company events

OUTCOMES

After attending this course you should be able to:

- Deliver a successful event
- Successfully market an event
- Plan and co-ordinate all elements successfully
- Prepare and manage an event budget

TAKE HOME TOOLS

- Training Manual
- Training CD
- A quality folder, notepad and pen
- All delegates receive one month of telephonic support relating to course content

ACCREDITATION

The Services SETA has awarded BizTech recorded status as a provider for the delivery of learning programmes. Our provider number is 313.

This course is accredited by ICAP (the Institute for Certified Administrative Professionals) who is the authorised, licensed, exclusive agent for the International Association of Administrative Professionals®

BBBEE COMPLIANCE

BizTech is BBBEE level 1 compliant. This means that we are a 135% contributor and companies investing money in training their staff through BizTech can also improve their own BBBEE scorecard. Not only does it offer an opportunity to improve your company's Skills Development BBBEE category, but you can also improve your BBBEE Preferential Procurement category. In each case your company will benefit 135% of the spend made.

THE VENUE

The AstroTech Conference Centre in Parktown, Johannesburg is in a gracious mansion in one of the most historic and beautiful areas of Johannesburg.

It is a high-end business focused conference centre with competitively priced packages, excellent facilities and top client service.



Close to major highways, airport and Johannesburg city centre, this state-of-the-art venue offers elegance, discretion, security and convenience with safe parking for 120 vehicles.

Should you require accommodation, the Sunnyside Park Hotel situated in close proximity offers BizTech delegates a substantial discount on accommodation.

Please contact reservation on (011) 640-0431 or (011) 643-7226, quoting reference no. 4691 when booking with them.

TERMS & CONDITIONS

Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the 1st day and receive a full refund of the course fee.

CANCELLATIONS

A cancellation can only be confirmed if we are advised in writing at training@biztech.co.za

For cancellations received more than one week prior to the course: 0 % cancellation fee will apply.

For cancellations received less than one week prior to the course: 50 % cancellation fee will apply.

For cancellations received within 24 hours of the course: 100 % cancellation fee will apply.

Substitutes are welcome at no additional charge at any time prior to the course.

POSTPONEMENTS

Requests to postpone course attendance must be received in writing at least three full working days prior to the course commencement. Should we not receive written confirmation within this period, the postponement will be subject to an additional fee of R1 270 (excl VAT) per delegate.

All course postponements or programme exchanges need to be utilized within 6 months of the original course booking or the course fee will be forfeited.

Cancellations on postponements or exchanges are subject to the full course fee.

ABSENT DELEGATES

In the event that a delegate does not arrive for the course and no written cancellation has been received and confirmed, the full course fee will be payable.

PRESENTERS

Should it be necessary, BizTech reserves the right to substitute the presenter.

COMMUNICATION

When a person registers on BizTech's website, is registered on a BizTech course or sends an e-mail to BizTech, that person consents to receiving communications electronically or otherwise by BizTech and/or its business partners.

DISCLAIMER

BizTech wish to advise that they will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by BizTech to the client.



ENROLMENT FORM

Please book your place on the course by emailing or faxing this enrolment form. Your place is confirmed on receipt of the completed enrolment form.

Fax to **011 582 3301** or

E-mail **training@biztech.co.za**

SALES CONTRACT

COURSE NAME:

**MASTERMINDING THE PERFECT BUSINESS
FUNCTION OR EVENT**

COURSE CODE: MFE 240310

TOTAL NUMBER OF DELEGATES TO BE ENROLLED

> DELEGATE DETAILS [Please print clearly]

1 First Name and Surname _____

Position _____

E-mail _____

Cell No.

2 First Name and Surname _____

Position _____

E-mail _____

Cell No.

Special Dietary Needs No. of Kosher No. of Halaal Other _____

Special Needs (e.g. wheelchair) _____

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE PAGE OVERLEAF.

> COMPANY DETAILS

(Please include your company details & VAT No. as required on the invoice before submitting your enrolment form)

Full Company Name _____

Postal Address _____

Postal Code

Company VAT Registration No.

Telephone No. Fax No.

> PAYMENT DETAILS

Invoice Contact Person _____

Telephone No.

E-mail _____

Purchase Order No (if applicable)

Do you require separate invoices for each delegate? YES NO

NB: Please include your BizTech invoice number as a reference on your deposit when making payment.

> AUTHORISATION

Name _____

Position _____

Telephone No.

E-mail _____

Signature _____ Date / /

Fees **R6 890.00 (excl. VAT) per delegate**
Surcharge per Halaal meal **R 65.00 (excl. VAT) per person per day**
Surcharge per Kosher meal **R 175.00 (excl. VAT) per person per day**

A 5% discount is applicable for all registrations received two weeks prior to course commencement (10 March 2010). Upon receipt, a tax invoice will be processed and payment is required prior to the start of the scheduled course.

You will receive course confirmation via Facsimile or E-mail. If you have not received your confirmation five (5) days prior to the scheduled date of the course, please contact Hajira on 0861 BIZTECH/011 582 3300. If the course is not held for any reason, BizTech's liability is limited to the refund of the full course fee. Substitutions may be made at any time prior to the start of a training course. Submission of this enrolment form constitutes acceptance of BizTech's terms and conditions.



ENROLMENT FORM (CONT.)

> DELEGATE DETAILS [Please print clearly]

3 First Name and Surname _____

Position _____

E-mail _____

Cell No.

4 First Name and Surname _____

Position _____

E-mail _____

Cell No.

5 First Name and Surname _____

Position _____

E-mail _____

Cell No.

6 First Name and Surname _____

Position _____

E-mail _____

Cell No.

7 First Name and Surname _____

Position _____

E-mail _____

Cell No.

8 First Name and Surname _____

Position _____

E-mail _____

Cell No.

9 First Name and Surname _____

Position _____

E-mail _____

Cell No.

10 First Name and Surname _____

Position _____

E-mail _____

Cell No.

