

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

17 - 18 September 2012

COURSE DURATION

2 days - 08:30 to 16:30 daily

COURSE FEES

R7 380 (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

- A detailed manual, workbook and CD
- A quality folder, notepad and pen
- One month of free telephonic and e-mail support included

SETA ACCREDITATION

BizTech Training is accredited as a Training Provider with the Services SETA (No: **3880**). Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

ICAP ACCREDITATION

This course is accredited by **ICAP** (the Institute for Certified Administrative Professionals). By attending you earn 10 CAP points®

LEVEL 1 BBBEE STATUS

Spending with BizTech counts twice! You can claim 135% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

THE VENUE

The course will be held at the AstroTech Conference Centre, in Parktown, which boasts the unusual combination of an upmarket business venue, security and convenience, in a setting which captures the historic grace and style of Johannesburg's golden era.



Centrally situated, you can step off the Gautrain at the Rosebank station, or exit the M1 at the Joe Slovo/Houghton Drive offramp, and we are just around the corner.

For a list of accommodation options nearby, visit <http://www.astrotechconf.co.za/accommodation>

TERMS & CONDITIONS

- If the course is not held for any reason, BizTech's liability is limited to the refund of the full course fee.
- Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at training@biztech.co.za within the following timeframes:
- **CANCELLATIONS:**
 - CANCEL WITHOUT COSTS:** If you advise us BY EMAIL **at least SEVEN** calendar days before the course
 - PAY 50% OF THE COURSE FEE:** If you advise us BY EMAIL **less than SEVEN** calendar days, but more than 24 hours before the course
 - PAY 100% OF THE COURSE FEE:** If you advise us BY EMAIL **less than 24 hours** before the start of the scheduled course, OR if the delegate is **ABSENT** without notification
- **POSTPONEMENTS:**
 - WITHOUT COSTS:** If you advise us BY EMAIL **more than THREE** working days before the course
 - WITH ADDITIONAL FEE (R1,430 PER DELEGATE):** If you advise us BY EMAIL **THREE or less** working days before the course starts, or if the delegate is **ABSENT** without notification, but still wants the option of postponement
- The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- Special promotions applicable to the original course dates will **not** carry over to the postponed dates where the new dates fall outside of the promotion period.
- **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 email to BizTech, that person consents to receiving communications electronically or otherwise by BizTech and/or its business partners.
- **DISCLAIMER:** BizTech 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

COURSE NAME: **Masterminding the Perfect Business Function or Event**

COURSE CODE: **MFE 20120917**

COURSE DATE: **17 - 18 September 2012**

DURATION: **2 DAYS**

COURSE FEE: **R7 380.00 excl. VAT (per delegate)**

Qualify for a **5% discount**, if we receive your form before: **03 September 2012**

DISCOUNTED FEE: **R7 011.00 excl. VAT (per delegate)**

TOTAL NUMBER OF DELEGATES TO BE ENROLLED:

> DELEGATE DETAILS [Substitutions may be made at any time prior to the start of the training course]

1 First Name and Surname

Position _____ Special Diet:

E-mail _____

Cell No. Office Tel No.

2 First Name and Surname

Position _____ Special Diet:

E-mail _____

Cell No. Office Tel No.

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

DIETARY REQUIREMENTS [Insert total no. of DELEGATES requiring special meals PER CATEGORY- meal fees below are additional to course fee]

KOSHER: R450 (excl. VAT) per day HALAAL: R305 (excl. VAT) per day VEGETARIAN: Always available at no cost

OTHER: (e.g. allergies, etc) Please specify: _____

Special Needs (e.g. wheelchair, visual disability, etc) _____

> COMPANY / ORGANISATION DETAILS [Please supply company details as required for a SARS compliant Tax Invoice]

Company Name _____

Department/Division _____

Postal Address _____ Postal Code

Company VAT Registration No.

Main Company Switchboard No. Fax No.

> PAYMENT [Payment is required prior to the start of the training course. NB: Use your invoice number as reference on your deposit/EFT]

Purchase Order No. (to be incl. on Invoice if applicable) _____

Do you require separate invoices for each delegate? YES NO

Payment Contact Person _____

Office Telephone No.

E-mail _____

> AUTHORISATION

Name _____

Position _____

Office Telephone No. Cell No.

E-mail _____

Authorising Signature: _____

Date / /

Your booking is confirmed as soon as we receive your completed enrolment form, which you can e-mail to training@biztech.co.za or fax to **011 582 3301**. If you need any assistance whatsoever, please call us on **011 582 3333**.

Submission of this enrolment form constitutes acceptance of our Terms and Conditions, and also serves as confirmation of your authority to make the booking and ensure payment on behalf of your Organisation.



