



## Conference Tips - Help is at hand

Your workload is building already, it's only February and you've got the task of organising the conference along with everything else that needs to be done. Where to start? Achieving the best result with the least amount of stress and time requires working to a plan.

The key elements to your plan are:

- Setting clear goals and objectives for the conference
- Venue selection
- Budgeting
- Managing the conference
- Review and feedback

Much time is spent in setting the conference goals and objectives, doing research on past experiences, venues used, verifying budgets etc. Then the task of finding the right venue, with room for your group, comparing costs etc can be very time consuming even for the most experienced. All of which can be a challenging and in the end an onerous time consuming responsibility.

You can save valuable time and money by using our free venue finding service. Independent professional advice on conference venues right across Australia from our experienced conference specialists here at Key Conference Solutions.

The team at Key Conference Solutions can also help you with all aspects of your conference from planning and venue selection, attendee registration, to advice on facilitators, team building, entertainment and travel requirements.

Take advantage of our free venue finding service by calling Sue Wall +613 9870 4611