

Conference Brief

Your Name

Your Company

Your Phone Number

Your Email address

Your Company

Please give us some background information
on your company.

Your Conference Meeting Information

Purpose

What is the specific purpose of the conference or meeting?

☐ Training

☐ Management Meeting

☐ Marketing Planning

Please indicate the primary purpose of your event

☐ Strategy Planning

☐ Product Launch

☐ Staff Development

☐ Other

Your goals

What are your conference objectives?

Your results

What is it you want the attendees to do after the event
that is different from what they are doing now?

Actions

What do they need to learn to accomplish your objective?

Delegate Status

What is the mix of delegates that will be present at the
event and how will this affect the choice of venue?

Consider whether there are interstate or international delegates and how this will affect the choice of venue by its proximity to the airport or the regional attractions on offer. An indication of demographics would be important when taking into account any planned team building or recreational activities.

Conference Room Requirements

What is your expected number of delegates?

What is the company's/facilitator's preferred style of set-up?

Do you require Breakout Rooms for group work?

Do Breakout Rooms need to be formal areas or will
informal lounge areas be suitable?

What audiovisual equipment do you require in
the main meeting room?

What audiovisual equipment do you require
in the breakout room(s)?



KEY CONFERENCE SOLUTIONS

Experiential Learning/Team Building Activities

Do you have any specific requirements that we may need to consider?

What are the group's demographics and level of fitness?

Do you require assistance in selecting a suitable

☐ trainer

☐ entertainment

☐ facilitator

☐ guest speaker

Venue Location/Style

Your preference for the 'geographic location' of the venue?
eg. Melbourne, Sydney, Brisbane, Auckland, Christchurch, etc.

Do you wish to consider

☐ CBD Hotel

☐ Metropolitan venue

☐ Coastal venue

☐ Regional Conf Centre

☐ Any suitable

Is there a maximum travel time that you would like to allow from airport or CBD?

Would you prefer exclusive use of the venue?

For residential accommodation do you require for delegates

☐ Twin share or

☐ Single accommodation

Budget

An indication of the total budget that is to be spent on the conference or specifically on the accommodation, meals and conferencing component.

\$

Timings

An outline of the time schedule that is planned for the conference.

Delegate arrival and departure dates and times.

Consider access times for the conference rooms, or timing for designated leisure or activity periods.

Arrival Dateand time

Depart Dateand time

Has there been allowance in the schedule for special events such as a gala dinner or a golf afternoon?

Are there any other details that we may need to know?

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KEY CONFERENCE SOLUTIONS