



Hi

After the rush of activity before the break it's been good to have a couple of weeks off and re charge for the year ahead. As we started back in 2003 things seemed to be slow to start but then all of sudden we're right into it again and looking forward to a great 2003.

Is it me or are the name tags people are using today shrinking? I've been to a few functions over the last months and it seems it's more important to have more information than less and then use a type size so small even those with 20/20 vision have difficulty reading the name on the tag. It's the same in the conference room even for those who should know each other. Can we remember to use large tent cards in front of each delegate and to use a strong bold print or marker pen. At least then I can see where I was sitting after the morning tea break. (Only kidding)

Along with Lou David, I attended an Au Revoir party for Kerrie Mulholland - Sheraton Towers Southgate who is off to Sydney to work in the global sales office for the group. The party was held at the hotel naturally and the food was fantastic as always and we wish Kerrie all the best.

In 2003 we are looking at improving the ways we can help with your conferences and business events in addition to our Australia-wide free venue finding service. I'll let you know more about these developments during the year ahead.

Regards,
Jim Conway

[CENTRAL SYDNEY](#)

[THE NEW WATERMARK](#)

[THE VUE GRAND](#)

[VENUES AUSTRALIA - WIDE](#)

[CONFERENCE TIPS](#)

[MEET KEVIN CAHALANE](#)

[OUT AND ABOUT](#)

[YOUR SAY](#)

[IN THE KNOW](#)

[CONTACT US](#)

I invite you to take a look at our easy to use resource rich web site www.conferencesolutions.com.au It now has some feature articles and helpful hints which can be downloaded.

All back issues of our newsletter are available here as well.

VENUE REVIEWS

CENTRAL SYDNEY

Located on the edge of Sydney CBD and overlooking the bustling Darling Harbour, Four Points by Sheraton Sydney is only a few minutes walk from an exciting array of entertainment and activities at Harbourside, Chinatown and Cockle Bay Wharf.



The Hotel has a wide range of meeting and function rooms, many with natural light and harbour views. An ideal environment for both large and small conferences, with state of the art facilities and an excellent variety of dining options.

When I stayed there late last year I was very impressed with the high standard of service and open friendly attitude of all the staff. Overall a great venue when considering Sydney.

For more information call Sue Wall +613 9870 4611

“Success doesn't make you and failure doesn't break you.”

- Zig Ziglar

THE NEW LOOK WATERMARK

A flexible and professional conference venue, the Gold Coast's Watermark Hotel as part of a recent major refurbishment has upgraded its conference and meeting facilities. Offering eight different venues and accommodating all styles and sizes of meeting, with a variety of breakout rooms.

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

"Happiness is a perfume you cannot pour on others without getting a few drops on yourself."

- Anonymous



Meet Kevin Cahalane

Centrally located in Surfers Paradise, just two minutes walk from the beach, the Watermark is an ideal choice for any conference or business meeting with its modern, well-equipped meeting rooms and excellent facilities. Two poolside entertainment areas accommodate 120 to 200 people.

With theatre-style seating for up to 400 people, the larger meeting rooms have state of the art in-house audiovisual equipment and three phase power, while all eight meeting rooms boast natural light. A fully equipped business centre and conference secretariat is also available for conference guests.

For more information call Sue Currie +613 9870 4611

"Champions aren't made in the gyms. Champions are made from something they have deep inside of them - a desire, a dream, a vision. They have last-minute stamina, they have to be a little faster, they have to have the skill, and the will. But the will must be stronger than the skill."

- Muhammad Ali

BY THE SEA

For more than a century, guests have crossed the Vue Grand's threshold stepping into a world of Victorian charm and elegance, displaying the splendour upon which its reputation was built over a hundred years ago.

One of unhurried ease, elegance and opulence.

It's my pleasure to introduce you to Kevin P Cahalane. I have known and worked with Kevin for over 15 years and recommend him to you in fields of sales, service, management, retail, training and marketing.

As a highly successful and well respected trainer with over 30 years of hands on experience he has conducted workshops, courses, seminars and programs for over 15,000 people involved in field sales, customer service, telephone sales, sales management, training and marketing.

He works closely with key decisionmakers in areas of planning, business development and strategy implementation. He has documented proof of adding millions of dollars to clients' bottomline results.

He has published training programs and manuals which are used by companies in industries such as Publishing, Manufacturing and Distribution, Service, Finance, Retail, Hospitality, Automotive, Technology and more.

Kevin is an accredited Training and Skills Development Professional as well as a recognised keynote speaker who has presented around Australia, in New Zealand and the United States of America. His ideas are practical, effective, profitable and can be implemented immediately for outstanding RESULTS.

You can contact Kevin at Sales & Service Momentum +613 9840 2966 or [email](#)

MOMENTUM - 'Once you know the direction of your goals, nothing can stop you'

"If you think nobody cares if you are alive, try missing a couple of car payments."

- Earl Wilson



FREE BOOKLET "THE CONFERENCE ORGANISER'S GUIDE"

If you haven't already got a copy of our comprehensive guide on the nuts and bolts of planning a conference, you can get a free copy of our "Conference Organiser's Guide" which talks about how to organise a successful conference.

Call us on +613 9870 4611. We'll happily send you as many copies as you need to distribute around your company with our compliments.

There are 32 guest rooms with an appealing mix of accommodation. All offering facilities with traditional furnishings, creating a distinctive olde world charm. As you would expect of a 'Grand' Hotel there are rooms that cater for those who want nothing but the best.

Such surroundings demand the very best in food and wine. Regularly awarded Age Good Food Guide Chefs Hats for its cuisine, dining at the Vue Grand is a grand occasion.

All this coupled with modern conference facilities that include ergonomic chairs, audio visual equipment, data points and much more make the Vue Grand the perfect place for that all important corporate conference where everything has to be, well, perfect!

To find out more call Lou David +613 9870 4611

"Life is an onion. You peel it off one layer at a time, and sometimes you weep."

- Carl Sandburg

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YOUR SAY

" Those early stages of planning are a bit of a blurr to me, being new to the task of conference coordinating, but I am very grateful to you for your service and support. You were extremely professional, helpful, patient and thorough in your work- and I was most impressed that you took the time to phone me after our conference, to ensure everything went well.

THANK YOU, Sue "

Lori Anderson - Gadens Lawyers

" In the past, I have spent hours looking for suitable conference venues - obtaining quotes and analysing the different aspects each property had to offer. For my most recent conference, I decided to try the services of Key Conference Solutions in sourcing a suitable venue for me, and was extremely pleased with the results, as they did all the legwork for me.

After providing me with suggestions (including a full summary and costing for each venue), it was then very straightforward for me in selecting my next conference venue - and at no charge to our organisation for the entire service offered, you can't get much better than that these days!"

Madeleine Wood - Executive PA

BP AUSTRALIA PTY LTD

"Do first what you dread the most."

- Anonymous

website

Click here to visit the Key Conference Solutions website

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VENUES AUSTRALIA-WIDE

Join the ranks of Australia's leading companies that are taking advantage of the Australia -wide venue finding service Key Conference Solutions offers. Hills Industries, Pasmenco Ltd, City of Boroondara, Guild Insurance, Toyota Motor Corporation, Celtic Industries, Esanda, Simplot, AXA and Carter Holt Harvey are companies who have chosen Key Conference Solutions to source venues in Queensland, New South Wales, Victoria and in fact venues Australia- wide for their business events.

OUT AND ABOUT

On a regular basis our team is out and about sampling first hand conference and meeting venues throughout Australia. This ongoing schedule of briefing sessions and venue inspections ensures our product knowledge is extensive and current which in turn allows us to offer you, our valued clients, a professional, authoritative and independent venue finding service.

Sue Currie spent some time in Tasmania visiting The Strahan Village – Strahan on the west coast and the Country Club Casino – Launceston.

In Melbourne we've recently enjoyed visits to Cope-Williams Romsey, Sheraton Towers Southgate, Melbourne Town Hall and Aitken Hill. In Sydney in early December Jim Conway stayed at Four Points by Sheraton Sydney, Peppers Fairmont Resort Blue Mountains and The Sebel Pier One Sydney while Lou David recently stayed at the Sir Stamford Double Bay.

To maintain our knowledge of innovations, upgrades and newcomers on the venue scene Australia-wide, we regularly enjoy visits from property personnel for venue updates and briefing sessions which lately included Catherine Comino – Starwood Sydney Hotels, Heidi Griggs- Stamford Hotels and Resorts, Robert Bradley – The Bentinck, Richard Dinnage representing – Auckland's Carlton Hotel, Hotel Grand Chancellor Hobart and the Watermark Hotel on the Gold Coast. Danielle Wagemakers and Shenay Ramadam – Savoy Park Plaza dropped in to see us in December.

Let us find the right venue for your conference call us **NOW**
(03) 9870 4611 **Our venue finding service is FREE.**

We're eager to hear what you think of this newsletter.

Feel free to offer comments and suggestions when you [e-mail](#) me. Please forward this newsletter to a friend or colleague who may be interested in receiving our newsletter.

Subscription is **free**.