



Hi,

Spring is well and truly with us as we farewell the snow and the football and look forward to the Spring Racing Carnival and of course the Melbourne Cup. The Sydney Swans were well supported in our office with Pam being a true South Melbourne supporter and she is still celebrating their win and her day at the Grand Final match.

Our team have been travelling up and down the county looking at conference and meeting venues with some time spent in the Whitsundays, the Gold Coast, Northern New South Wales and Melbourne. Pam and I spent some time in The Whitsundays. I managed to fit in some sailing at the Hogs Breath Regatta at Airlie Beach while Pam checked out the islands' conference and meeting options. Lisa Moloney visited the Gold Coast and Byron at Byron Resort.

In our conference tips section we look at generating a comprehensive conference brief. This is a great place to assemble all the pertinent issues and start the planning process for your conference. Sometimes in our haste to start finding a venue we overlook some of the basic ingredients to planning a successful conference. All our tips and our Conference Organiser's Guide can be downloaded from our website.

Congratulations and many happy years ahead to our very own Stephanie Otto who steps down the aisle this coming Saturday to marry long time sweetheart Brett Conyers.

Regards, Jim Conway

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NORTHERN NEW SOUTH WALES

Opening on 15 December 2005, Peppers Salt Resort & Spa will be part of the new Salt Village at Kingscliff on the NSW / Queensland border - just 15 minutes from Gold Coast Airport and 30 minutes drive from Byron Bay.



With over one kilometre of absolute ocean frontage, Peppers Salt Resort & Spa combines the seaside-village charm of Northern New South Wales with all the luxuries you'd expect of one of Australia's leading resorts. Offering beautifully decorated hotel rooms and self-contained suites, from one to three bedrooms.

CONFERENCE TIPS

Preparing your conference brief

One of the first steps you should take in planning a conference is to put together a comprehensive conference brief. Ideally you should be able to create a complete picture of your planned event including if appropriate past experiences. Your conference brief should clearly set out: -

- The objectives of the conference
- The desired outcome
- Type of conference. Eg, sales meeting, training, strategy planning
- Accommodation required
- When is it / are dates flexible
- Preferred location. Eg, regional, close to airport, CBD
- Who is attending?
- Who are your facilitator/guest speakers?
- Type of venue. Eg, resort, hotel, conference centre
- Your meeting agenda
- Number of break out rooms
- Audiovisual requirements
- History
- Budget

The resort will also be home to an exclusive Golden Door Health Spa offering their extensive range of treatments, therapies and lifestyle programs for relaxation, rejuvenation and wellbeing.

Other facilities include premium conference areas, a beach swimming lagoon, two swimming pools, a health centre offering personal fitness training, a restaurant and bar.

For more information call [Lisa Moloney](#) +613 9870 4611.

"Two men look out the same prison bars; one sees mud and the other stars."

- Frederick Langbridge

SPA COUNTRY OF VICTORIA

Lush rolling countryside, historic cottages, indulgent mineral spas and chic art galleries characterize the Spa Country of Victoria, located just over an hour from Melbourne. The two major towns of this district, Daylesford and Hepburn Springs, are filled to the brim with an amazing array of top-notch restaurants, sophisticated boutiques and quirky antique shops. And in the middle of it all lays Bellinzona Grange Country Retreat, which opened its doors in April this year after being rebuilt from the ground up following a tragic fire in 2003.



The new building is impressive in both its historic architecture, conferencing and guest facilities. The warm, rich furnishings and open fires lend a cosy air to the property in winter and in summer long, lazy afternoons sipping local wines on the huge shady deck are to be savoured. The wealth of facilities on offer include: indoor heated pool, spa and sauna, central bar for in-house guests and private lounge rooms.

Bellinzona Grange Country Retreat is at the very top of its class when it comes to conferencing facilities. There are 5 individual conference rooms, the largest holding up to 180 delegates. All possible conferencing needs are catered for with all equipment included, free wireless internet connection and private and secure break out rooms. To find out more call [Sue Wall](#) on +613 9870 4611.

From your conference brief you are then able to create a "request for proposal" or RFP. Some of the information you have gathered in your conference brief may be for company use only and therefore not included in your RFP.

Your RFP would include as a minimum: -

- Start date/time
- Finish date/time
- Number of delegates
- Plenary room set up
- Number of breakout rooms and set up
- Food and Beverage requirements
- Accommodation – single/twin share
- Audiovisual requirements

Send your RFP to your selected shortlist of venues. When you have received and evaluated the responses you can then start on the venue selection process with your conference brief as your reference.

Conference Tips

Printable versions of our Conference Tips are available in PDF format at our online resource centre at [downloads](#)

" You are younger today than you ever will be again. Make use of it. "

- Anonymous

HAPPENINGS

Lucky Natalie



Natalie Sleeman from Guardian Pharmacies was the lucky winner of our business card draw from our stand at Meeting Mart held recently at the Melbourne Park Function Centre. Natalie (right) is pictured with Lisa Moloney (left) being presented with our basket of goodies. Our thanks go to all who visited our stand to catch up with our very own Lisa Moloney and Lou David who were looking forward to resting their weary feet by the end of the day.

"Success always occurs in private and failure in full public view."

- Anonymous

SPOTLIGHT ON THE WHITSUNDAYS

Club Med Lindeman Island



Nestled in the heart of the Whitsundays, the recently refurbished resort is an idyllic place to stage your next business event. Your group can relax and enjoy one of the many secluded beaches or if they are more adventurous try sailing, golf, and snorkelling or even join the circus school and learn the flying trapeze. If you are looking for that exclusive factor and have a larger group you can take the entire resort for your own use including all staff and facilities. A great concept with many advantages especially for activities and themed dinners.

Daydream Island



Daydream Island Resort & Spa Whitsundays, a short ferry ride from Airlie Beach, has further enhanced its idyllic tropical setting through a refurbishment of its conference and function rooms. The Daydream Island professional on-site meetings' team ensure conference success through individually planned combinations of activities at the most modern Whitsunday 4 star accommodation resort.

A visit to The Daydream Rejuvenation Spa is a must, as it is Australia's premier resort spa where you can relax and indulge your body and spirit. Incorporating state of the art hydrotherapy equipment and the healing powers of naturopathy to ensure your Rejuvenation Spa experience is one to be remembered.

To find out about all the conference and meeting options in The Whitsundays call [Pam Conway](#) +613 9870 4611.

Caloundra's first and only 4.5 star international standard, full service hotel is only months away from completion. Ramada Pelican Waters is set to become a leading conference hotel for the Sunshine Coast region. The hotel has three large meeting rooms that can combine as one room along with smaller meeting and breakout rooms. With wonderful outdoor terraces for themed dinner and events, there will be space and versatility for every function type.

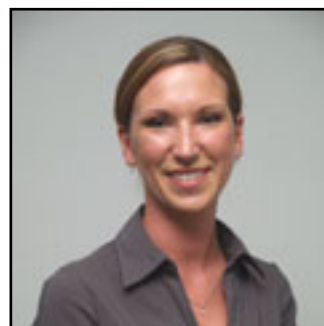
Stonelea Country Estate can keep its hat on after being awarded a well-respected Chef's hat in The Age 2006 Good Food Guide. The win complements hats won in 2003, 2004 and 2005.

Marylands Country House in Marysville won the award for Major Deluxe Accommodation at the H.M.A.A (Hotel Motel & Accommodation Association) and A.A.A Tourism Victorian Accommodation Industry Awards for Excellence 2005. The award is made to the deluxe category venue that is judged to offer the highest level of excellence in service, food, facilities, presentation and management.

Le Meridien at Rialto has new owners, Eureka Funds Management Group, who have appointed InterContinental Hotels Group to manage the Hotel as of 1 October 2005. The Hotel will be known as the Rialto Hotel on Collins.

Quay West resort **Magenta Shores** is now under construction and due to open July 2006. The five star resort is located 90 minutes north of Sydney nestled between the Pacific Ocean and Tuggerah Lake and will include 150 rooms, conference facilities, resort day spa and a Ross Watson designed 18 hole golf course.

Meet Emily



We welcome Emily Kirkpatrick to the team here at Key Conference Solutions. Emily joins us in the Sales Support role and will be assisting the team in our dealings with venues Australia-wide. Emily when not chasing after her four-year-old daughter likes to pursue her interest in ballroom dancing.

"Happiness is like a kiss. You must share it to enjoy it."

- Bernard Melzer

"If you chase two rabbits, both will escape."

- Anonymous

SHARING THE KNOWLEDGE

Our ongoing schedule of briefing sessions and venue inspections ensures our product knowledge is extensive and current which allows us to offer you, professional, authoritative and independent advice on the conference and meeting venue scene Australia-wide.

BEEN IN TO SEE US INCLUDE

Russell Daff- TOGA Hospitality, Leeanne Wilkinson – Vibe Savoy Hotel Melbourne, Scott Wallace - Millennium Hotels and Resorts New Zealand, Justin Burt Shangri-La Hotel Sydney, Nicole Woolfe – The Sebel Heritage Yarra Valley, Tim O’Shea & Lucy Appelt - The Marque Hotel St Kilda, Liz Jones - Merivale Group, Rachele Cole- Tangalooma Dolphin Resort, Kathy Low – Shangri-La Hotels and Resorts, Monique Harmer - Crowne Plaza Hotels and Resorts, Steve Bouyer – Breathtaker Hotel and Alpine Spa Retreat, Shahnaz Bakhshay – Toga Hospitality Group, Janine Bergin – Holiday Inn Surfers Paradise, Gabi Vincent & Vanessa Cure – Mirvac Hotels and Resorts, Deborah Richardson – Hotel Representation Australia, Andrew Marin – Shangri-La’s Fijian Resort, Heidi Griggs - Stamford Hotels and Resorts, Bev Robinson – Hyatt Regency Coolum, David Thomas – Ramada Melbourne, Monica San Martin – The Cumberland Marysville and Fiona MacDonald – Accor.

YOUR SAY

"Excellent service was provided – first time user and I was definitely impressed. Excellent for those who are pressed for time!"

Lisa Pugliese - AON

"This is the first time I have used your service and I was quite impressed."

Peter Dawson - Weyerhaeuser Australia

"Your service is very easy to use – takes the stress and time out of doing all the groundwork. Venue information sent to me very quickly. Top marks!"

Anoushka Alo - Victorian Workcover Authority

"Thank You! Always a pleasure working with you ... makes my job a lot easier! "

Jacqui Cullen - Red Bull Australia

"Character is much easier kept than recovered."

- Thomas Paine

CONTACT US:

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"There is nothing so strong as gentleness, and nothing so gentle as strength."

- Leo Muir

Members of our team have been out and about and visited:

Melbourne Cricket Ground, Treasury Sebel Melbourne, Plaza Ballroom & Cecil B de Mille Room - Regent, Lancemore Hill, Aitken Hill, Flowerdale Estate Retreat, The Mansion Hotel at Werribee Park, Regent Ballroom, Melbourne Function Centre, Club Med Lindeman Island, Coral Sea Resort, Daydream Island Resort & Spa, Hayman Island, Park Hyatt Melbourne, The Country Place Retreat, The Cumberland Marysville, RACV Club Bourke St, Somerset Botanic Gardens on St Kilda Road, The Byron at Byron, No 12 Elizabeth Street, Melbourne Function Centre, Sheraton Mirage and Golden Door Retreat on the Gold Coast and Sea World Nara Resort.