



**CONFERENCE ACTION**  
*Shaping Events*



## **Introduction to the Conference Action Group** *Providing Specialist Services for Associations*

SINCE ITS FOUNDATION IN 1984, the Conference Action Group has grown to provide a comprehensive range of services to Associations and Societies throughout Australia.

These services include event management (Conference Action) and secretariat services (The Australian Professional Centre). Utilising the latest technologies and employing highly skilled staff the Group is able to offer as much or as little assistance as you need to ensure the success of your organisation or event.



Utilising the specialist skills within each business enables you to focus on providing added value to your members. Each business offers a variety of cost effective services including:

### **Services Provided**

#### **CONFERENCE ACTION**

- Project management
- Venue selection & management
- Financial & budgetary management
- Event marketing & promotion
- Sponsorship management
- Exhibition marketing & management
- Registration services
- Event programme, design & printing
- Event web site design & content management
- Post event analysis

#### **APC**

- Leading edge systems & technology to support your secretariat needs
- Association website development & maintenance
- Full-time experienced staff
- Member recruitment & retention
- Newsletters & magazines distribution
- Meetings support & minutes
- Legal compliance
- In-house accounting services
- Database management
- Sponsorship support

#### **Conference Action**

Tel: 02 9437 9333 [francis@conferenceaction.com.au](mailto:francis@conferenceaction.com.au)  
[www.conferenceaction.com.au](http://www.conferenceaction.com.au)

#### **APC**

Tel: 02 9431 8600 [francis@conferenceaction.com.au](mailto:francis@conferenceaction.com.au)  
[www.apcaust.com.au](http://www.apcaust.com.au)

## Benefits of Outsourcing:

- Obtain a high quality service at a cost effective price
- Access specialized skills (financial, corporate governance, managerial, marketing, sales and customer service) without building all your own infrastructure
- Leverage the our extensive investments in technology, communications systems, methodologies and people
- Free the scarce resource of your executive to focus on key strategies and projects to advance your community
- Utilize the our expertise in solving problems over many years for a wide variety of clients with similar issues and needs, including financial, legal and corporate governance
- Improve efficiencies through economies of scale
- Control your operating costs
- Reduce your risk of doing business
- Focus on your core business without becoming bogged down in day-to-day process problems
- You and your members can enjoy the features of a fully staffed, well managed, technologically modern office for a fraction of the cost of "doing it yourself"

***To learn more -  
simply call Francis Child on 02 9437 9333  
or complete the form below and  
return to us by fax 02 9431 8677.***

## Sample List of Clients as at 1/8/2008:

- APICS Institute of Education & Research Ltd
- Australasian Production & Inventory Control Society (Region) - the Society for Supply Chain Professionals
- Australasian Trauma Society (ATS)
- Australian Institute of Business Brokers Inc (AIBB)
- Australian & New Zealand Association of Oral & Maxillofacial Surgeons (ANZAOMS)
- Australian National Association of Teachers of Singing (ANATS)
- Australian Securitisation Forum (ASF)
- Australian Society of Geriatric Medicine
- Australian Society of Orthodontists Inc. (ASO)
- Biometrics Institute Ltd
- The Concrete Institute of Australia
- Institute of Electrical & Electronic Engineers (IEEE)
- National Association of Specialist Obstetricians and Gynaecologists (NASOG)
- National Investment for the Early Years (NIFTEY)
- QUEST User Group
- Recruitment & Consulting Services of Australia
- The Risk Management Association (RMA)
- Safety Institute of Australia Inc. (NSW Branch)
- The Stroke Society of Australasia (SSA)

## Request Information

Dr/Mr/Ms/Mrs	First Name:	Surname:
Position:	Organisation:	
Postal Address:		
Telephone:	Facsimile:	Mobile:
Email:		

- |   |  |
|---|--|
| <input type="checkbox"/> Please send me information about Event Management Services       | <input type="checkbox"/> Please call me to discuss your services |
| <input type="checkbox"/> Please send me information about Association Management Services | <input type="checkbox"/> Please add me to your mailing list      |

***Fax this form to 02 9431 8677 Tel 02 9431 8600 or 02 9437 9333***

### Conference Action

Tel: 02 9437 9333 francis@conferenceaction.com.au  
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### APC

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