

## Professional Conference Management Services

**Place your event in the experienced and professional hands of The Association Specialists Every detail, on time and on budget.**

Our Mission – To be the leading facilitator of Conference Management Services to Associations in Australasia, built upon our core values of integrity and transparency.

The Association Specialists has long been recognised in the industry as a leader in the field of Association Conference Management and is known for its rigorous upholding of ethical and transparent business practice.

We act as a partner with your organisation to select the perfect venue, plan your programme, market, promote and ensure the seamless running of your event. Our goal is to guarantee your event is managed to meet your budget, and our policies ensure the total integrity and well-being of your event.

### What's Included?

Our Professional Conference Management team can assist with any type and sized event. Whether it be a major conference, awards night or anything in between, TAS has creative and sustainable solutions to drive your event. Some of the services we may be able to assist your Association with include:

- Venue selection and ongoing management
- Marketing and promotion management
- App development and website coordination
- Securing of sponsorship & trade exhibition sales
- Ongoing management of procured sponsors and trade exhibitors
- Financial planning services
- Program and speaker management
- Accommodation, travel and social event coordination
- Onsite management and event personnel



### Benefits

- Leverage the expertise of our experienced events professionals
- Utilise our industry connections to receive the best rates available in the market
- Boost your delegate experience and attendance numbers with our creative marketing solutions
- Expand your sponsorship portfolio with our targeted sponsorship approach
- Financial planning and monitoring to ensure your event stays within budget
- Ensure the deliverance of an efficient and memorable Conference for your delegates
- Working with an ethical company that has your best interest in mind at all times

