

**Club g**®



is a program that provides flexible resources & benefits for government agencies, entities and not-for-profits to enable better conference outcomes.

## Exclusive Conference Benefits

- Same day comparative quotations
- Exclusive conference and accommodation rates
- **NO deposit** required
- Complimentary ½ hour welcome or networking function
- Other venue specific benefits: internet, parking, rooms...



## Conference Support

- Venue Search
- On-site Logistics
- Online Registration
- Contract Management
- Accommodation Management
- Exhibitor & Sponsorship Management



# Venue Search

The most critical element of any conference or event is to ensure you select the right venue. Even if you (or other people) have used or attended a venue for another purpose, don't assume that it will automatically fit another. Therefore it is important that you prepare a brief containing your clear objectives and specific "must haves". It is all too easy to compromise these and not achieve your desired outcome.

With all our expert knowledge and experience we will:

- Provide the best government rates.
- Ensure the contract(s) align with your specific requirements, with all key dates and provisions clearly identified.
- Manage those key dates and provisions
- Check all venue/provider billing against the contract to ensure it meets your approval.
- Minimise risk and maintain budget integrity.

Features	Clubg Advantages	Benefits
Find	Experience & knowledge	Right venue for your requirements
Negotiate	Venue relationships	Negotiate better value
Site	Personal site visits	See & try before you buy
Contract	Understands impacts of numerous contract provisions	Receive maximum value from venue while reducing risk
Monitor	Alert to key contract components	Minimise risk & maintain budget integrity
Check	Compare contract, registration & actual billing information for payment authorisation	Ensures you only pay for what you get!

# Online Registration

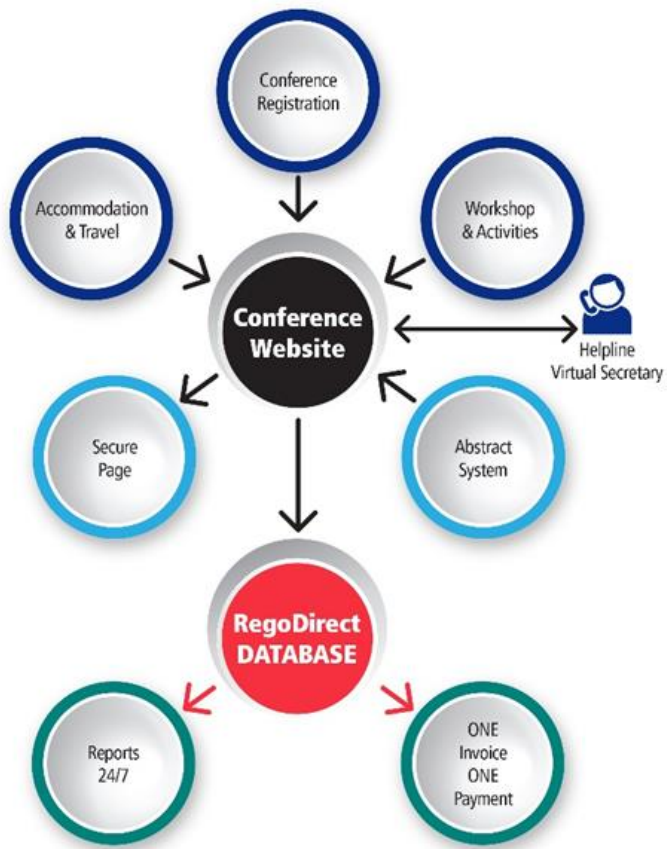


is designed to make organising a conference where delegates need to register and/or pay for their attendance a simple and swift process, and with the ability to design your own website with pages detailing your conference, the program, the speakers, and the location information.

The system enables the printing of name badges, take payments, issue invoices & track registrations 24/7. RegoDirect also supports various payments (SAP) and uploads registration information data to personal development sites (MyPL) through one registration. A helpline is established for the entire registration process.



Features	Clubg Advantages	Benefits
Website	A flexible templated system which provides a dedicated information platform	Brand your own event and supply delegates with critical conference information
Registration	Enables online "1 page" registration eliminating unnecessary manual processes	All on a single page easy registration to empower delegates while simplifying administration
Payment	Enables a range of payment options including credit cards	Improves delegate commitment, collection & cash flow
Reports	Standard reports in csv format 24/7 password access	Organiser friendly for access 24/7 providing greater control
Secure Page	Provides a secure "dropbox" for presenter materials for delegate download	Provides a secure page restricted to registered participants
Abstracts	Enables an online "call for papers" process	A central collection point for abstract administration & approval
Pricing	No up-front fees or contracts	Affordable payg "fee per person" system



# Conference Support

The Clubg program has operated for over ten years and it's this experience that provides the vital knowledge of your requirements in providing these services.

The relationship with our venue partners enable us to provide maximum flexibility in delivery, to ensure a successful conference outcome.

Features	Clubg Advantages	Benefits
Provide professional advice	Experience & knowledge gained over more than twenty years	More considered, structured & efficient conference
Undertake specific tasks: <ul style="list-style-type: none"> <li>• Management</li> <li>• Secretariat</li> <li>• Sponsors</li> <li>• Exhibitors</li> <li>• Speakers</li> </ul>	Provide experienced personnel, support, systems & processes (resources) for specific purposes	Organiser can focus on the content & overall conference delivery
Co-ordinate entire logistics for event	Allows the event organiser to focus on the whole event while outsourcing the logistics	Ensures a greater level of success with fewer internal resources
E-marketing	Provide us with your database & we will use Swiftpage to EDM	A more co-ordinated marketing program

## On-site Management

Features	Clubg Advantages	Benefits
Registration	A critical element of the entire conference registration & participant process	A one stop registration process for better participation & delivery
Help Desk	Delegates focal point	A place for delegates to get information
Co-ordination	Provides a focal point for service delivery for suppliers, speakers, venue...	Better conference co-ordination, delivery & accountability

# Post Conference Review

It is important that following all conferences we go through a review process which may include a participant evaluation questionnaire and consultation with all stakeholders to determine where the conference can be improved.

## Clubg Partnership

It is a unique partnership between VMS Event & Conference Logistics Pty Ltd, who administers the program and works with fifteen venues to jointly provide benefits for our government clients. We work together to ensure the conference is successful with the minimum of stress.

This does not preclude the use of other appropriate venues but the benefits listed will not automatically apply.

## Venues

<b>Mercure Hotel Sydney</b>	<b>Novotel Sydney Brighton Beach</b>
<b>Rydges World Square</b>	<b>Mercure International Airport</b>
<b>Novotel Parramatta</b>	<b>Rydges Sydney Central</b>
<b>The Menzies</b>	<b>Pullman Hyde Park</b>
<b>Doltone House Hyde Park</b>	<b>SMC Conference Centre</b>
<b>Novotel Sydney Olympic Park</b>	<b>Novotel Sydney Central</b>
<b>Q-Station Manly</b>	<b>Sebel Hawkesbury Valley</b>
<b>Novotel Wollongong Northbeach</b>	

**The Clubg Program is administered by:**

VMS Event & Conference Logistics Pty Ltd  
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**[www.clubg.org.au](http://www.clubg.org.au)**

