

Venues

FOR CONFERENCES
IN AFRICA

Venues for Conferences in Africa

is a

Specialist Conference / Congress / Event Facilitation Organisation

We specialise in :

- Venue Finding
- Supplier Sourcing
- Destination Management
- Team Building
- Décor
- Catering
- Conference facilitation and management – A to Z. Websites, banking, registrations, all printed material, corporate gifts, recordings, translations, secretarial, décor, entertainers, lighting and sound etc.
- Pre and post conference tours
- Pre and post conference Venue audits with conference co-ordinators

Our areas of speciality are :

- Sourcing venues and co-ordinating all off site functions e.g. conferences, training seminars, Christmas functions for adults and children, workshops, board meetings, lunches, strategy planning workshops, team building, congresses, gala dinners, launches – in fact any function that our clients hold off site.
- We can find suppliers for any and all of your function requirements e.g. transport, simultaneous translation, trainers, team building etc.
- We have worked closely with a number of recognised, licenced aligned business' thus ensuring that the level of associated services match our own standard.

In this way we become a “one-stop facility” for all of our client’s conference and related event requirements.

To successfully organise the logistics of your conference we need :

- How many delegates will attend Who?
- What is the budgetHow much?
- Location – where will it take place Where?
- When will it take place When?

We will conduct pre and post conference audit checks with our client’s conference coordinators to ensure that their specific requirements are met. This will ensure that they will be able to focus on their presentation and not have to worry about the set up / arrangements of the conference venue. We will arrange the logistics whilst our client can focus and concentrate on the conference content.

We will advise our clients on preferred venues for their type of conference / event / function based on our previous experience with the venue and the venues reaction to our constructive criticism on how to improve their levels of service to meet the requirements of our clients.

All of the above is completed to your satisfaction at no charge.

- Our levels of service are guaranteed
- Our turnaround time is a maximum of 24 hours from the time of receiving your enquiry
- Our suppliers are recognised and bona fide
- We belong to SAACI –the South African Association for the Conference Industry