

Centeq Events

www.centeqevents.co.za

Centeq Events is a professional conference organiser (PCO) specialising in online platforms and systems to streamline all Event Management and the tasks invoved in hosting a successful event

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SOUTHERN AFRICAN ASSOCIATION FOR THE CONFERENCE INDUSTRY
ESTAB 1987

Who we are:

Centeq Events is a Professional Conference Organiser (PCO) specialising in online platforms and systems to streamline Event Management and the tasks involved in hosting a successful event.

With more than 44 years combined experience, the owners, Crystal Kasselman and Juanita de Lange, have the experience and knowledge to be your business partners of choice when choosing a PCO to assist you with your next event. Backed by state of the art international database management programme, we will ensure your event has the technology tools from campaign strategies, website development, secure online registration, abstract submission, programme development, financial control to delegate onsite engagement with our integrated apps.

Our services:

With our wide range of services that we offer, the client has an option to use the full suite of services or partial services – we are flexible. This works really well where there are international PCO's or organisations who have their own inhouse event manager but would like to outsource some of the more administrative and time consuming tasks. For associations who are looking for a turn-key solution to manage their full conference – look no further, email Crystal on crystal@centeqevents.co.za

Benefits of using Centeq Events:

- We own state of the art international conference management system and have been users since 2001. Juanita has years of experience, close relationship with the developers and an expert on the system.
- We have our own in-house team of skilled administrators with experience on the system and onsite management skills.
- Clients have 24/7 access to information on their event statistics PLUS an array of available reports off the system.
- 3D, one time password (OTP) financial peace of mind for secure online transactions for regitions via the website.
- Supplier connections – with our knowledge of the industry, we will find you the best service provider that suits your budget.
- Financial management – reconciling bank accounts and balancing back to the database is our specialty and having recently handled over R70 million rands in reconciliation for one event is just one example of our financial expertise and understanding of budgets and income and expenditure reconciliations.





HOW WE CAN HELP YOU – OUR RANGE OF SERVICES

Conference management



- Bid assistance and budgeting
- Local Organising committee meetings co-ordination and minute taking
- Project timelines and task monitoring
- Supplier management
- Venue
- Audio Visual
- IT / presentations
- Transport
- Social functions
- Printing
- Website development
- PR and marketing communication roll out plans

Speaker / Programme Management



- Call for papers and submission of abstracts / Full papers
- Programme development and allocation of sessions and themes
- Communicate acceptance/rejected for Poster / Oral
- Integrated into an onsite APP for delegates to use to create their own itineraries and view the full Agenda.
- Assist plenary and keynote speakers with airtravel and accommodation
- Ensure speaker ready room is equipped and managed

Registration management



- Create online forms to capture all necessary information
- Secretariat to manage enquiries and assist delegates
- Financial reconciliations – invoicing, receipting, dues follow up
- Automated responses and communications with delegates
- Onsite management and printing of badges

Exhibition and Sponsorship Management



- Design online platform for Exhibitors and sponsors to:
- Book and pay for their stands
- Register their staff
- View the floorplan
- Book adverts (additional revenue source)
- Book sponsorship
- Upload their company profile and bio's which is integrated with the onsite APP
- Manage onsite build up, registration and strike
- Manage sponsorship return on investment obligations

Accommodation management



- Contract and risk management at no cost to the organisers
- Price negotiation based on volume spending
- Design online platform for large or small events
- Search by price
- Search by distance
- Search by star rating
- Special requirements and sharing options
- Confirmations and invoicing
- Communicate with hotels and release when required, no risk for organisers
- Financial reconciliation with hotels and delegates

Centeq Events

Your specialists in event management and online administration systems

Crystal Kasselman

Co-Owner

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