

**RIDBC**  
**Renwick Centre**  
For Research and Professional Education



**RIDBC Renwick  
Centre Conference  
Management Suite**





The RIDBC Renwick Centre has a long and successful history of working collaboratively with organisations to ensure their professional learning events meet the needs of their clients. These collaborations include the Newborn Hearing Screening Conference and the Educators of Deaf Students Association of NSW. The conference management team have expertise in person and venue management, digital marketing, and provision of disability and geographic access.

Why you should choose the RIDBC Renwick Centre for your next conference:

***A committed team***

Our event management team is reliable, responsive and committed to the success of your event. We are well-organised and highly trained professionals who have significant experience in this field. We are available to work with you, when it suits you.

***High quality project management***

No event succeeds without a plan. Our event management strategies have been tried and tested through rigorous local CPE programs- we know what works and how to maximise efficiency and customer experience.

***Financial management***

Our financial management team will track and manage your budget, providing transparent and accurate reporting.

***From the field, for the field***

Over the last 10 years, the RIDBC Renwick Centre has become a highly trusted and valued provider of continuing professional education both nationally and around the world. We have excellent relationships with the venue and service providers and the RIDBC network is a source of ongoing support and professionalism.

We look forward to speaking with you about your conference management needs.

Trudy Smith, Manager of Continuing Professional Education  
RIDBC Renwick Centre



## RIDBC Renwick Centre Conference Management Support

The RIDBC Renwick Centre can support you with the following:

### *All venue management*

- *Securing venue*
- *Securing accommodation rates*
- *Managing space for conferences*
- *Managing exhibition space*
- *Technology requirements*
- *Event catering*
- *Conference dinner catering*

### *Event advertising*

- *Work with your website developer to manage the conference*
- *Email and mail information blasts as required*

### *Event registration and delegate communication*

- *Set up online registration and payment portal*
- *Design registration confirmation*
- *Ongoing communication as required*
- *Organise name badges with lanyards including social event tickets*
- *Sign on for each day of event*
- *Order and stock conference satchels*
- *Collate evaluation feedback at end of event*
- *Distribute digital certificates at end of event*

### *Exhibition management*

- *Set up online registration*
- *Design exhibition space*
- *Manage sign on and catering requirements of exhibitors*



### ***Program management***

- *Advertise call for papers*
- *Manage travel and accommodation needs for keynote speakers*
- *Design and publish conference booklet*

### ***Accreditation Management***

- *Accreditation can be applied for with NESAs, Audiology Australia, OMAA and AG Bell Academy of Listening and Spoken Language*
- *Management of accreditation processes according to requirements of each agency*

### ***Additional items***

- *Web design and management*

For further information, contact:

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