



Hi,

I know it has all been said before but the year is really whizzing past. June already.

Not long now to the start of the Rugby World Cup in October, which is impacting on availability for meeting space and accommodation particularly in Melbourne and Sydney. We have been fortunate to find excellent venues during this period for clients who were unaware how the Rugby World Cup would affect their conference and meeting plans, as their favorite venues are fully booked during this period.

There has been a lot of interest for New Zealand venues lately with regular direct flights to both Islands from Melbourne and Sydney giving easy access. There is a great range and variety of meeting and conferencing options in New Zealand worth considering as a new and different destination for you.

Sydney has also been in high demand of late and Lou David is up to speed on all the Sydney options after attending Sydney on Show in Melbourne last week.

The new owners of the Ozone Hotel in Queenscliff, are David and Gillian Moffatt who take over the day to day challenges of the hotel on July 1 and are promoting "conferences that make a difference" at this historic seaside hotel. Queenscliff is one of my favorite seaside villages and I'm sure David and Gillian will enjoy their time at the Ozone.

The conference tips section of this newsletter is all about documenting your conference requirements before you start looking for a venue and contains some helpful hints on what you should be looking for regarding your conference or meeting. You can save heaps of time by being prepared.

Your feedback is important to us in developing the content and direction of our newsletter and thanks go to all who have taken the time to give us their comments. I really appreciate receiving your thoughts. Thanks.

Regards  
Jim Conway

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**I invite you to take a look at our easy to use resource rich web site [www.conferencesolutions.com.au](http://www.conferencesolutions.com.au)**

**It now has some feature articles and helpful hints which can be downloaded.**

**All back issues of our newsletter are available here as well.**

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## VENUE REVIEWS

### Three Resorts. One Paradise

Sheraton Resorts, Denarau Island in the beautiful Fiji Islands brings together the very best that Fiji has to offer with the service and facilities you would expect from Sheraton properties around the world.

Located 20 minutes from Nadi international airport these three distinctively different resorts are located together on the beachfront, all nestled from behind by the magnificent Denarau Golf & Racquet Clubs 18 hole championship course.



With the largest conference facilities in the South Pacific - inclusive of 2 ballrooms, 11 restaurants and bars, Mandara Spa, Denarau Marina and their own private island for themed events and dinners - Sheraton Resorts offer unprecedented choice and location.

To assist you in making the decision to conference in Fiji, Sheraton and Air Pacific have created an amazing package that makes Fiji an incredibly affordable choice.

For more information please contact Pam Conway +613 9870 4611

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**“You cannot build a reputation on what you intend to do.”**

**- Liz Smith**

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## Professional Learning Environment

Just a short trip down the completed Geelong road brings you to Deakin Management Centre, a world class residential executive leadership centre where organisational learning and improvement takes place. Located within the expansive grounds of Deakin University, Deakin Management Centre creates an environment in which people’s minds are ready to learn and are attuned to achieving outcomes.

## CONFERENCE TIPS

### Meeting Specifications or a Request for Proposal (RFP)

Preparing your meeting/conference specifications is a valuable process because it forces you to think about all the needs and resources your group will require to meet the objectives of their meeting or conference. Doing the research and documentation in a comprehensive way will save you valuable time in the long run. Irrespective of whether you are dealing directly with a venue or using the services of Key Conference Solutions it is beneficial to have documented all your known requirements including;

- Preferred dates
- Number of delegates, trainers and support staff attending
- Preferred geographic location
- Number of accommodation rooms and type (single/shared)
- Plenary room configuration (theatre, classroom etc.)
- Breakout rooms needed
- Times each meeting room required
- Audiovisual requirements
- Catering requirements (how many for which meals)
- Dietary Requirements
- Access for displays and products
- Your financial budget
- Car parking requirements
- On site activities needed ie Golf or outdoor team building activities
- Any related information such as VIP guests

Creating a document with as much of this information as possible will generate the basis upon which you can base your RFP. This will ensure that proposals you receive will be based on the same information and lead to you being able to accurately compare proposals received from venues. Key Conference Solutions offers a FREE venue finding service, call Sue Wall +613 9870 4611

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**“Life is 10 percent what happens to us and 90 percent how we respond to it.”**

**- Albert M Wills, Jr.**

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**Meet Stephanie Otto**

Stephanie recently joined our team here at Key Conference Solutions to pursue a career in the meeting and conference industry. She is being trained in all facets of our business, which will lead her into her area of interest sales and marketing development.

Stephanie is a keen, positive and eager team member and did a great job “manning” the stand at a recent industry promotion.

To help her achieve her career ambitions Stephanie is with us here at the office two days a week and spends the rest of her week studying full time completing a Tourism Management Degree at La Trobe University Bundoora.

A keen Essendon supporter, Stephanie is currently leading the office footy tipping competition and can be found in her spare time pursuing her interests in rock climbing or roller blading off to the footy. Go Bombers!

We welcome Stephanie to the team at Key Conference Solutions.

The modern contemporary building design is reflected in the service delivery and quality of food through a team of friendly, proactive, flexible professionals. Support services anticipate and respond to each client’s specific planning detail and requirement ensuring a memorable client experience.

An ideal environment for residential programs where growth, performance and success in themselves, their people and their business is a high priority. Deakin Management Centre creates a supportive and highly adaptive environment, providing a platform for clients to shape personal and business outcomes.

To find out more contact Sue Currie +613 9870 4611

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**“He who thinks little, errs much.”**

**- from the Notebooks of Leonardo Da Vinci**

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## **Meet with ocean views**

If natural light is the key to your conference, training or meeting the Crowne Plaza Coogee Beach Sydney introduces the Maroubra Room which offers natural light with ocean views. It opens directly onto a large courtyard area which is ideal for coffee breaks or informal breakout groups.

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**“Take a chance! All life is a chance. The man who goes furthest is generally the one who is willing to do and dare.”**

**- Dale Carnegie**

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## **OUT AND ABOUT**

On a regular basis our team members are out and about sampling first hand conference and meeting venues throughout Australia. This ongoing schedule of briefing sessions and venue inspections ensures our product knowledge is extensive and current which in turn allows us to offer you, our valued clients, a professional, authoritative and independent venue finding service.

Recently our team has visited The Vue Grand – Queenscliff, Zinc at Federation Square, Yarra Valley Conference Centre, The Grange at Cleveland Winery, Royce Hotel, Sebel Suites, Lancemore Hill, Savoy Park Plaza and Glen



With its high ceilings the Maroubra Room is perfect for audiovisual presentations. Offering a private and secure location Maroubra also provides its own facilities while remaining close to several break out rooms. Seating capacities are Classroom 70, Theatre Style 100, U-shape 35 also ideal for private dinners and cocktails for 90.

The Maroubra rooms adds to the great meeting options available at The Crowne Plaza Coogee Beach Sydney - only 8 klms from Sydney CBD and 6 klms from the airport the hotel enjoys a great location overlooking Coogee Beach.

To find out more call Lou David +613 9870 4611

## YOUR SAY

“ Everything is on track, thanks to you! I've been extremely happy with your service Sue and will be recommending you to colleagues and of course calling you again . . .”

**Karina Walsh – Cisco Systems**

“Thanks to Key Conference Solutions, our conference is booked and by using their service, it took the pain out of trying to find a suitable venue. Their professionalism and willingness to help made the process run smoothly and their recommendations were great.

It sure did save us time and money. I will definitely be referring to them again for future needs.

**Diane Jones – Autofab Australia”.**

Erin Vineyard Retreat.

Lou David dropped into Sydney on Show at Sheraton Towers Melbourne, caught up with a number of people and sought specific information which can be applied to current and future enquiry. Lou spoke to Megan Harris, Director of Sales, Crowne Plaza Darling Harbour (formerly Park Royal), Nick Van Maasdyk, Client Relations Manager of the Pacific International group, Janine Watton, Sales Manager, The Westin Sydney - who advised us that livewire Melbourne girl Kerrie Mulholland is keeping the Starwood team on their toes, Rebecca Pace, Business Development Executive, Carlton Crest and Suzie Bowen, Key Account Manager, Ascott International who brought her up to date in regard to Somerset at Darling Harbour.

Lou enjoyed catching up again with Annabel Vallance, Business Development Executive who extolled the delights of Cypress Lakes Resort in the Hunter Valley.

Let us find the right venue for your conference call us **NOW**  
+613 9870 4611 **Our venue finding service is FREE.**

## CONTACT US:

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**“Your friend is the man who knows all about you and still likes you.”**

**- Author Unknown**

## JOIN AUSTRALIA'S TOP COMPANIES

Join the ranks of Australia's leading companies that are taking advantage of the Australia and New Zealand –wide FREE venue finding service Key Conference Solutions offers.

Medibank Private, Australia Post, Celtic Industries, Thompson Learning, Acer, Silvan Australia, Simplot, Bio Mediq are just some of the leading companies who have chosen Key Conference Solutions to source venues in Queensland, New South Wales, Victoria and in fact venues Australia - wide and throughout New Zealand for their business events.

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**“He who has no fire in himself cannot warm others..”**

**- Anonymous**

## BEEN IN TO SEE US

To maintain our knowledge of innovations, upgrades and newcomers on the venue scene Australia-wide, we regularly enjoy visits from property personnel for venue updates and briefing sessions which lately included Megan Duke – Rydges Hotels and Resorts, Grant Mitchell - Sheraton Resorts Denarau Island Fiji, Jan Philpott - Doherty Hotels, Karen Wallace - Constellation Hotel Group, Felicity Martin-Porter – The Sydney Boulevard, Heidi Griggs- Stamford Hotels and Resorts, Tim Graham – Sheraton Noosa Resort & Spa, Kate Meathrel - Starwood Hotels & Resorts, Marcus Leonard – Lancemore Group, Susan Twigden – Cable Beach Club Resort, Kirsty Quinlan - Watson – Novotel Adelaide and Tim O’Shea - Ramada Melbourne.

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**“Everything can be taken from a person but one thing: the last of human freedoms ...to choose one's attitude in any given set of circumstances ... to choose one's own way.”**

**- Viktor Frankl**

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We're eager to hear what you think of this newsletter.

Feel free to offer comments and suggestions when you [e-mail](#) me. Please forward this newsletter to a friend or colleague who may be interested in receiving our newsletter.

Subscription is **free**.

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