



Hi,

In order to keep up with all that is happening in the Sydney market Pam and I spent some time at Sydney on Sale last week at the Sydney Convention and Exhibition Centre, Darling Harbour. The exhibition with 400 exhibitors provided meeting, conference and business event planners with the opportunity to see and experience many innovative products and services available in Sydney and regional New South Wales.

Managed to catch up with some familiar faces and took the opportunity to conduct some site inspections for upcoming client conferences. Among the venues visited were The Westin Sydney, Sheraton on the Park and the Newport Mirage at Newport Beach.

Here at Key Conference Solutions we continue to grow with Lisa Moloney joining our team as Manager National Business Development. Previously with Mt Eliza Business School and most recently The Sebel Lodge Yarra Valley, Lisa brings a wealth of industry knowledge and expertise to the free venue finding service of Key Conference Solutions. You can look forward to finding out more about Lisa in our next newsletter.

Caught up with comedian Peter Rowsthorn the other week who reminded me of the importance of having a good laugh as well as a good time at business events. We have recently experienced a rush of enquiry for end of year functions and events. There are still plenty of options at a wide variety of venues available in Melbourne and Sydney; you should contact Lou David at our office to find the right venue for these important occasions.

Regards, Jim Conway

PS: I invite you to take a look at our easy to use resource rich web site [conferencesolutions.com.au](http://conferencesolutions.com.au). It now has some feature articles and helpful hints which can be downloaded.

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[TIPS - CHOOSING A SPEAKER](#)

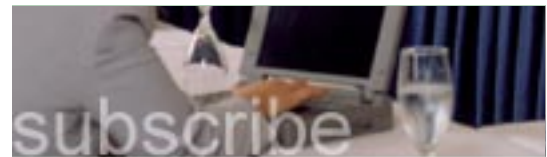
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### **Like to subscribe?**

You can become a subscriber and receive our newsletter by email every two months absolutely free!  
**Visit our web site to subscribe**

## **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 advice on conference and meeting venues.

Our team have been out and about to visit The Country Place, The Sebel Lodge Yarra Valley, Gateway Suites, The Grand Hotel, Ramada Flinders Street, Pacific International Southbank, Victoria University Conference Centre, Holmesglen Conference Centre and Rydges Melbourne.

Some of our team have been in Sydney over the past month and have visited Quay Grand Suites Sydney, Harbour Rocks Hotel, Dockside, The Westin Sydney, Sheraton on the Park, The W Sydney, Four Points by Sheraton Sydney, Sydney Convention & Exhibition Centre, Sunnybrook Hotel and Conference Centre and the Newport Mirage.

While in Sydney we caught up with Catherine Comino, Daniella Tonetto, Jason Coker and David Shackleton from Starwood Hotels and Resorts along with Corina Carlin and Janine Watton from The Westin Sydney.

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

## VENUE REVIEWS

Tee off your conference on the Mornington Peninsula Opening in October 2003 and just 90mins drive from Melbourne, Peppers Moonah Links Resort Mornington Peninsula will be a unique venue ideal for meetings, conferences and incentive events.

Designed to harmonise with the beauty of the rolling coastal dunes, the 60-room stylish resort will boast state-of-the-art facilities and feature two 18-hole championship golf courses including Moonah Links, the home of the Australian Golf Open in November this year.



Offering two main meeting rooms, both with natural light and views of the golf courses, conferencing at the resort offers plenty of flexibility. There are also a wide variety of golfing and non-golfing activities both on-site and in the local Mornington Peninsula area, which is famous for its fine wineries, restaurants, beaches, fishing, boating and bushwalking.

Tee off your next conference with our golfing venue expert Lisa Moloney  
+613 9870 4611

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**"I can live for two months on one good compliment."**

**- Mark Twain**

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### **Picturesque Hunter Valley**

Surrounded by beautifully landscaped gardens with spectacular vineyard and mountain views, Hunter Valley Gardens is nestled on 220 hectares offering a broad range of facilities to satisfy all your requirements.

Encompassing Hunter Valley Gardens Lodge & Conference Centre, award-winning Seasons Restaurant, Harrigan's Irish Pub & Accommodation, a boutique-shopping Village, Roche Wines and magnificent display gardens, Hunter Valley Gardens is the complete destination!

## CONFERENCE TIPS

### **Choosing a speaker**

Charged with the responsibility of finding a speaker/facilitator for your business event - how do you know who is going to be suitable for your meeting or conference. Here are some useful hints to help in your search.

- If you have previously had a speaker that you liked, use him or her as a resource to refer you to someone who will be a good fit for you. Seek recommendations from within your company and Industry Associations.
- Consider your reasons for having a speaker or facilitator. Is it to attract more people to the meeting? Is it to motivate the sales team to sell harder? Is it to bring information that the audience could not get elsewhere? Or is it to start the meeting off with a bang so that everyone is switched on for the working sessions.
- Communicate your needs clearly. A common error made in choosing a speaker is not being clear about your expectations and needs. Prepare a brief, which can be sent out. Some people feel nervous about giving instructions to a celebrity, but whether you are paying \$1,000 or \$10,000, the speaker is there to meet your objectives. The clearer you are about what you expect, who is in the audience, what has happened at previous events, the easier it will be for the speaker to be on the money and do a good job.
- Educate your speaker. Don't assume he or she knows all about your organisation and industry. Send information about your company, no matter how well known it is. Too much background is better than not enough. Make sure you provide that person with enough information about the company to help him or her be successful. They need to know about your company, your key players, and your businesses.
- Treat the speaker like an attendee. Make sure your speakers get all the relevant information the attendees do, so they know who else is speaking and the schedule of events.
- Do your homework and check them out, make sure you check their credentials and their previous clients for references, you need to avoid any surprises.
- Clearly understand what is and is not covered in the fee arrangement such as travel costs, overnight accommodation, meals etc for the speaker. The last thing you need is an unexpected fee dispute after the event.

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**"Do not let what you cannot do interfere with what you can do."**

**- John Wooden**

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### Meet Greg Lavis

Interested in learning, making contacts and sharing ideas covering a wide range of interests and professions. The Victorian Office Professionals was established for executive and personal assistants, secretaries, administrators and office managers.

VOP chair Greg Lavis welcomes all who are interested to join them at any of their monthly meetings, which are held on the 1ST Tuesday of the month at the Tivoli Club, 291 Dandenong Road, Windsor at 6.00pm.

The informal monthly meetings provide access to relevant guest speakers who share real industry experience and lessons learnt, workshops and most importantly the opportunity to network extensively with other professionals.

On offer is an environment where you can learn to use your natural talents more effectively and build your skills and confidence through dynamic information exchange with your peers.

Greg said the VOP is committed to helping you build your career, performance and potential within your career aspirations. Speakers cover such topics as information technology, leadership and motivation, personal investment and career management/survival skills. You can book for the next meeting or request additional information by [email](#)

Along with state of the art conference centre, Hunter Valley Gardens offers a team of experienced conference organisers and first class facilities to ensure your next conference provides maximum impact with minimal fuss. Whether it's for 20 or 250 people.

Delegates are able to enjoy time relaxing around the resort-style pool, spa and sauna, or in the Lodge Library with an open fire that is lit during the winter months. For those a little more active, perhaps games of tennis, Putt Putt Golf or a hit on the Aqua Golf driving range.

To find out more call Sue Wall on +613 9870 4611

**“Laughter is the shortest distance between two people.”**

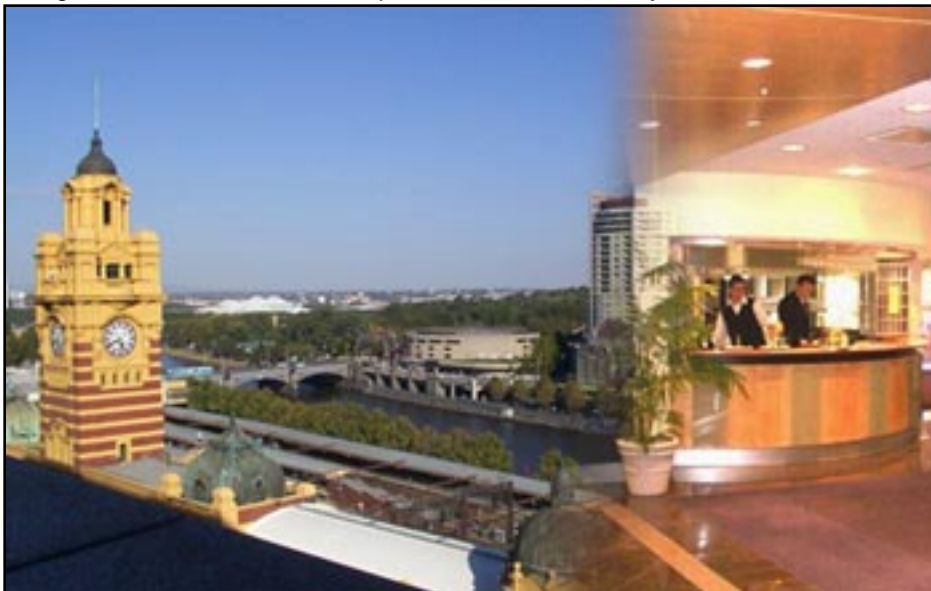
**- Victor Borge**

### Flinders Street – Melbourne CBD

Ideally located in the heart of Melbourne's CBD at level 12, 300 Flinders Street. The Victoria University Conference Centre caters for a wide variety of meetings, conferences and business events, with the scope of seating 50 to 300 guests and is close to transport, cafes and a variety of accommodation.

**“Look at people; recognize them, accept them as they are, without wanting to change them.”**

**- Helen Beginton**



### 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 Sarah Merchant Grange Group of Conference Centres, Emma Parker and Vanessa Bowen Sheraton Towers Southgate, Jo Chapman and David Thomas Grand Hotels International, Sue Sedelies and Francis Lyde Summit Conference Group, Rhonda Newman Peppers Group, Simon and Ann Cuzens The Cumberland Marysville, Ben Johnson Hotel Grand Chancellor Hobart, Sarah Capogreco The Windsor Hotel, Deborah Lee The Cumberland Marysville, Kerri Hamilton Sheraton Brisbane Hotel, Julia Swanson Ramada St. Kilda Road Melbourne, Colette Tobin Adelaide

Facilities include, state of the art audio-visual equipment, along with controlled lighting for presentations. Internet/computing services and a secretariat with

facsimile and photocopying are also available.

From the three main function rooms which abound with natural light there are beautiful panoramic city views which look down to Federation Square, Alexandra Gardens and across to Port Phillip Bay.

To find out more about this Melbourne CBD venue call Sue Currie +613 9870 4611

## YOUR SAY

"HOBAN Recruitment has worked with Key Conference Solutions for several years. Lou David has always provided us with a shortlist of venues that suited our needs perfectly, and has often come up with options to make our events even more unique - and certainly more fun.

Her friendliness and professionalism in communication and efficiency in transactions makes our dealings both enjoyable and successful. We will certainly recommend and continue to use Key Conference Solutions."

**Jenny Jones - Hoban Recruitment**

"With today's ever increasing workloads/timeframes it was a pleasure to hand over the organisation of my Customer Service Conference in Brisbane to Key Conference Solutions. It was handled very professionally and with a minimum of fuss, and the recommended venue and facilities were excellent.

I was very happy with the result and would not hesitate in using Key Conference Solutions for any of our future conferences."

**Steva O'Hanlon - Cryovac Australia**

"Key Conference Solutions has provided invaluable help in the organisation of both our upcoming Strategy Conference and Christmas party functions, as well as past events over the last year or so. I really appreciate all their help, it's a great time saver and has made my job much easier in the planning stages - thanks again"

**Sonia Petereit - Adshel Street Furniture Pty Ltd**

## JOIN AUSTRALIA'S TOP COMPANIES

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

DaimlerChrysler, BHP Steel, National Australia Bank, Department of Justice, Stonnington City Council, Sancell, ABS, YMCA and Hays Personnel 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 internationally for their business events.

Convention Centre and Olivia Horsell  
Hilton on the Park- Melbourne.

**"You cannot shake hands with a clenched fist."**

**- Indira Gandhi**

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**"I always prefer to believe the best of everybody; it saves so much trouble."**

**- Rudyard Kipling**

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](#).