



Hi

Welcome to 2004 and what a start to the year! Our newsletter comes to you a bit later than scheduled due to the current email virus situation. Every endeavour has been made to ensure you receive our newsletter with confidence, virus free.

Hard to believe it's February already and we are straight into the busy season with lots of conferences happening all around the country. Demand for space for February and March is always high but this year has seen availability at venues hard to get at short notice but we persevere and have managed to secure spots for our clients in these busy months.

You may need to consider starting your planning process a little earlier than usual, as all the indicators point to a stronger demand for conferences and business events in 2004. We can help in securing your preferred dates at the right venue with our free venue finding service.

Over the summer Pam and I had a short break at the beach where we spent time with family and friends and our recently returned daughter Kate, home after 12 months in Vienna as an exchange student. It's great to have her safely home, sharing in all the experiences of her year away.

Regards

Jim Conway

Printable versions of our Conference Tips are available in PDF format at our online resource centre
www.conferencesolutions.com.au/downloads.html

STAMFORD PLAZA - SYDNEY

PEPPERS AUCKLAND

BALLARAT LODGE

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VENUE REVIEWS

Conference at Sydney's most exclusive harbour side venue

One of Sydney's finest deluxe hotels the Stamford Plaza Double Bay is magnificently situated in Sydney's most exclusive harbour side village. The hotel lies adjacent to international luxury boutiques, alfresco cafés and exclusive restaurants.

The hotel features nine versatile meeting rooms that can cater to small strategic meetings and large conventions. The largest ballroom in the Eastern Suburbs can be divided into three equally sized rooms or one large room catering for up to 750 guests.



Only 12 km's from Sydney International and Domestic Airport and just minutes from Sydney city, the Stamford Plaza Double Bay is easily accessible for delegates, guest speakers and presenters alike. The hotel caters to a mix of travellers seeking retreat from the hustle and bustle including American presidents, European royalty and entertainment celebrities.

Most of the 140 luxury guest rooms, including 15 suites, have French doors opening onto Juliet balconies overlooking the harbour, Double Bay village or the immaculately manicured courtyard gardens.

To find out more call Lou David +613 9870 4611

"Happiness is not by chance, but by choice."

- Jim Rohn

A Vineyard Sanctuary - Peppers launches its

CONFERENCE TIPS

Tips when attending an external conference

1. Remove Yourself From Office Pressures.

Let your work place function without you. If you must stay in touch, then check in at a set time—perhaps during your lunch break. Try to remove yourself as much as possible from “work”, your email and your mobile phone.

2. Arrive at The Seminar Site Early.

Arriving early familiarizes you with the venue and your surrounds. Gets you in the mood for learning and prevents the stress of rushing in.

3. Introduce Yourself.

You obviously have something in common with your fellow attendees since you're all at the same event. Break the ice and say hello.

4. Bring Business Cards.

Seminars and programs are great places for networking. Have your business cards ready for those people you meet.

5. Take Notes.

It will help your comprehension to write down notes. Write down questions, too, as they pop up, so you'll remember to ask them later

6. Participate in Discussion.

By doing so, you'll remember more of the material. Do you have a suggestion? Did you have a problem that you're solved? Share that information so others can learn from your experience.

7. Don't Hesitate to Ask Questions.

Chances are if you have question or something isn't clear, you're not the only one puzzled.

8. Keep an "Actions Items" List.

Throughout the seminar jot down ideas you can implement immediately when you return to the office. Share the ideas and your notes with your coworkers.

10. Extend the Learning.

What can you do to reinforce what you learned in the seminar? Obtain a book on the subject? Refer regularly to your notes? Begin a discussion group on the subject with your colleagues? Consider ways in which you can keep the educational spirit of the program alive.

**“Tell me and I'll forget; show me and I may remember;
Involve me and I'll understand.”**

- Old Chinese Proverb

first New Zealand Retreat

Conveniently located just 45 minutes drive south of Auckland and 35 minutes from the airport, Peppers Hotel du Vin is a 48 room retreat with the ambience of an exclusive country inn set in a stunning vineyard setting.



The retreat has 4 main meeting rooms along with breakout areas and can cater for conferences of up to 90 delegates. Inspired cuisine, fine wines, genuinely friendly service and deluxe accommodation enhance your conference experience. There is also a wide range of team experiences making this the ideal retreat for your conference or incentive group. For more information call Pam Conway +613 9870 4611

Ballarat Lodge

You can expect the warm hospitality of a country retreat at Doherty's Ballarat Lodge with the style and service of a superior city hotel. This rustic 4.1/2 star conference facility is located just an hour from Tullamarine airport and 75 minutes drive from Melbourne CBD. Offering 15 function rooms, varying in size, Ballarat Lodge caters for groups of 5 to 300 delegates.



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BEEN IN TO SEE US

On the conference and meeting venue scene Australia-wide, we regularly enjoy visits from property personnel for venue updates and briefing sessions which lately included Trudy Cook & Narelle Veal Hyatt Regency Coolum, Clare Mayhew Novotel St Kilda Melbourne, Marcus Leonard Lancemore Group, Robyn Kent Hemisphere Conference Centre, Lindy Wuestewald & Kate Strong Doherty Hotels, John Harris The Country Place, Lisa Bell Sofitel Melbourne, Mario Cugliandro Carlton Crest, Brian Scales Glen Erin Vineyard Retreat, Heidi Griggs & Steve Monahan Stamford Hotels & Resorts, Lynda Stuchbree The Hotel William, Michela L'Etang & James Farmer The Grange Group, Rhonda Norman Peppers Retreats & Resorts, Danielle Wagemakers Savoy Park Plaza, Lisa Dove Stonelea Resort, and Simon Cuzens The Cumberland Marysville.

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, professional, authoritative and independent advice on conference and meeting venues.

Our team have been out and about and visited Sheraton Towers Melbourne, Mansion Hotel Werribee, Erskine House Lorne, Hilton on the Park, Park Hyatt, The Pavillion, Strike, The Country Place, Chapter House and Ballarat Lodge.

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

All rooms have an abundance of natural light, offer centrally located break out rooms and pre function foyers for morning and afternoon teas.

One room that is truly unique is the Adelphi Theatre. The tiered amphitheatre accommodates 110 delegates. Each seat in the theatre has access to power, allowing all delegates to have laptops running simultaneously. The 71 accommodation rooms are well appointed and most can be used as twin share. The excellent day spa offers the full range of pampering on-site with the ladies only day spa Thalgo.

Ballarat Lodge is certainly not to be overlooked when considering a regional Victorian venue just out of Melbourne for your conference needs. For more information call Lisa Moloney +613 9870 4611

"A positive attitude may not solve all your problems, but it will annoy enough people to make it worth the effort."

- Herm Albright

YOUR SAY

"Thank you, Key Conference Solutions, for always 'being there', usually at such short notice, to find the perfect venue. Lou David has such creative suggestions, using her wealth of conference knowledge - she makes me look very clever in supplying out of the ordinary conference venues to my management. Her follow-up is great and the whole experience of getting the conference going ends up being a pleasant social inter-action!"

**Jenny Keamy Sales & Marketing
Carter Holt Harvey consumer brands**

"My business relationship with Key Conference Solutions, in particular, Lisa Maloney has existed for approximately 6 months and within that time Lisa and other members of KCS have been extremely professional and helpful. Recently, I provided Lisa with an unusual venue request, one she had not received before and it was no problem to her to source information on this difficult request. I intend to utilise Lisa and KCS more in the future - they make my job a little easier."

**Corrina Herring - Personal Assistant
Pioneer Electronics Australia Pty Ltd**

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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.

Celtic Industries, Australia Post, ANZ, KPMG, World Dairy Leaders, Affinity Health, Pioneer Electronics, Swann Insurance, HBA, Pasminco, NAB, Carter Holt Harvey and ACI Worldwide 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.

"Most people are about as happy as they make up their minds to be."

- Abraham Lincoln

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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"You can tell what a man is by what he does when he hasn't anything to do."

- Anonymous