



Hello,

I could blame the gremlins but I accept full responsibility and do apologise especially to all our New Zealand readers for failing to spell Rotorua correctly in our last newsletter. Thanks to all those keen readers who picked up on my error but sorry there is no prize!

Finally, we have made our long awaited move up the stairs to our new office with the minimum of fuss and little down time. All the team pitched in and we were up and running as normal next day. As if we need any reason to get the bubbles out, we celebrated with a little party last week.

Lisa Moloney and I visited Sydney in July to see clients and to do some site inspections. Also on the schedule was a visit to Sydney on Sale, the New South Wales' trade show where us venue finders can source innovative ideas, speak to the experts and find out about the latest developments in the Sydney and regional NSW business events and meeting market.

Managed to squeeze in a breakfast at Hilton Sydney on their opening day in the glass brasserie, which is a testimony to Sydney's sense of open space and bright, natural light. You virtually walk right into the open kitchen to order your eggs and the buffet layout is spectacular with a huge range of fresh local produce. I could have easily lingered longer and I would highly recommend you try it for breakfast when in Sydney.

Winter sailing on Port Philip Bay has seen us with a mixed bag of results and some non events due to lack of wind. To get away from the full chill of winter sailing in Melbourne we are now off to experience sailing the warmer climate at Airlie Beach in the Hogs Breath regatta. I must remember to slip, slop, and of course, my hat.

Regards,

Jim Conway

POSTCARDS - TROPICAL QUEENSLAND

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POSTCARDS

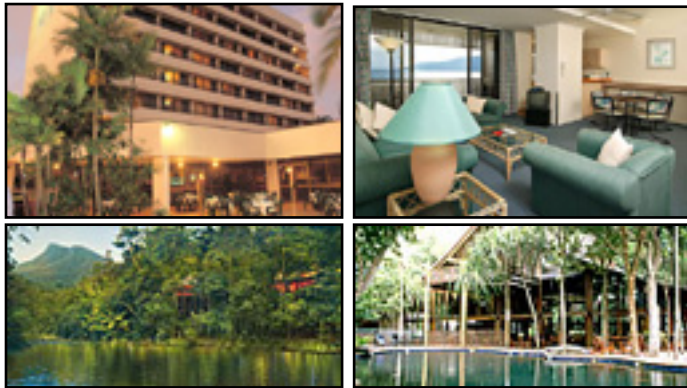
Tropical North Queensland

Dazzling blue skies, white beaches, rainforest and warm perfumed air ... Tropical North Queensland is as diverse as it is beautiful. Surrounded by World Heritage rainforest and the reef, Cairns is the capital of TNQ, alive with charm and spirit.

The area offers a large range of accommodation along with all the modern conference and meeting facilities you will need. A host of amazing destinations awaits delegates, partners or family members including the Great Barrier Reef, Daintree, Cape Tribulation and Mossman Gorge. Recreational activities range from rainforest walks and safaris, diving and snorkelling the reef to hot air ballooning.

Our Stephanie Otto enjoyed the hospitality of the Cairns & Region Convention Bureau and the Port Douglas Business Tourism Group which included site inspections of Outrigger Cairns, Rydges Plaza Cairns, Rydges Esplanade, Cairns Convention Centre, Silky Oaks Lodge, Radisson Treetops Resort & Spa Port Douglas and Coconut Beach Rainforest Lodge.

To find out more about Tropical North Queensland call [Stephanie Conyers](#) +613 9870 4611



Picture your conference or meeting on the Sunshine Coast.

Picture an area of sweeping shiny beaches bordered by beautiful blue water. Picture majestic mountain ranges and refreshing radiant rainforest. Picture scenic drives along ridges and through valleys, overlooking coastal panoramas and vast fruit plantations. Picture tranquil hillside villages famous for local arts and crafts.

In June Lisa Moloney was in the picture with visits to Aussie World & Ettamogah Pub, Underwater World, Ebb Waterfront, Hyatt Regency Coolum, Sheraton Noosa Resort & Spa, Gondola's of Noosa, Ricky Ricardo's River Bar and Restaurant, Noosa Springs, Ivory Palms Resort, Surfair on Marcoola Beach, Yandina Station, Novotel Twin Waters Resort, Australia Zoo, Montego's on the Bay, Rydges Oasis Resort, Eumundi Market and Noosa Blue Resort.

CONFERENCE TIPS

Meeting / Conference Room Configurations

In our April 2005 newsletter we looked at conference room set ups for the smaller up to 50 sized groups. Today we look at the options for the larger groups.

The way the meeting/conference room is set up dictates how effective communication in the meeting will be. Ideally the room you have will enable optimal communication between delegates and presenters, working and interacting efficiently with no distractions.

Classroom

This traditional layout does allow many people to fit comfortably in to a room. It is a well-used set up and is effective in one-way communication providing a work surface for note taking and for reference materials. Best for groups of 80 and up.

The classroom set up can be used in chevron style with the outside aisle of tables tilted towards the front. A variation on this is the removal of the centre aisle.

Clusters

Tables seating 6-8 people are good for group discussion and project work. Allows maximum participation with the group and for breakout work without participants leaving the room or re-arranging the furniture.

For best results for sighting audiovisual and the presenter the chairs should be arranged in a horse-shoe effect around each table. Best results for this room set up is in the 50 to 80-delegate range.

Theatre

Just like going to the theatre and ideal for large numbers.

One-way communication occurs in this set up and is ideal for audiovisual presentations and lecture style programs. Sound amplification may be needed in larger rooms. Taking notes can be difficult, as you will be writing them on the back of a folder balanced on your knees.

Activities available include action with abseiling, skydiving or sea kayaking. Surf, swim, scuba dive or sail to your heart's content. Tee off on some of Australia's top golf courses. Indulge in the finest freshwater and saltwater fishing and bushwalk through national parks.

To find out more about the options on the Sunshine Coast call [Lisa Moloney](#) on +613 9870 4611



SHARING THE KNOWLEDGE

Our ongoing schedule of briefing sessions and venue inspections ensures our product knowledge is extensive and current which allows us to offer you, professional, authoritative and independent advice on the conference and meeting venue scene Australia-wide.

OUT AND ABOUT

On a regular basis our team members are out and about sampling first hand conference and meeting venues throughout Australia and New Zealand, and recently have visited:

In Melbourne - Lindenderry at Red Hill, Langham Hotel, Westin Melbourne, The Cumberland Marysville, Rydges on Bell Preston, Lake House, Bellinzona Grange Country Retreat, Central Springs Inn, Sebel Melbourne, Epicure at Victorian Arts Centre, Peppers Springs Retreat, Hilton on the Park Melbourne, The Grange at Cleveland Winery, Grand Hyatt Melbourne, Telstra Dome, Sofitel Melbourne, Park Hyatt Melbourne, QE3 and 12 Elizabeth Street.

In Sydney - Four Points by Sheraton Darling Harbour, Sheraton on the Park, The Westin Sydney, W Sydney, Dockside Cockle Bay Wharf, Sydney Convention and Exhibition Centre, Hilton Sydney, Crowne Plaza Darling Harbour, Shangri-La Hotel Sydney, Rydges Jamison and the Sofitel Wentworth.

Different room set ups can make a significant difference to the numbers you can accommodate comfortably in a given space. Things like pillars, balconies and entry points can reduce conference space and affect sight lines for delegates. Be aware of floor plans that are not to scale in promotional material.

For more information on conference and meeting room configurations go to the [Conference Solutions web site](#)

Conference Tips

Printable versions of our Conference Tips are available in PDF format at our online resource centre at [downloads](#)

HAPPENINGS

Melbourne Meeting Mart, Tradeshows, The Sebel Sands Torquay

Now in its third year, Meeting Mart 2005 is Victoria's dedicated business development tradeshow for local and regional Victorian accommodation and events industry suppliers. The tradeshow is designed to enable buyers responsible for conferences, accommodation bookings and coordinating business events for their organisation to meet exhibitors who will be showcasing their products. Meeting Mart this year is at Melbourne Park Function Centre on Thursday September 22 and attendance is free. Register now at www.conferenceworks.net.au

While on the subject of trade shows, the Commonwealth Games in Melbourne has resulted in a change of dates for both AsiaPacific Incentives & Meetings Expo and Sydney on Sale in 2006. AIME will now be held on 6-7 June 2006, at the Melbourne Exhibition Centre while Sydney on Sale will be held on 14-15 September 2006 at the Sydney Convention and Exhibition Centre.

The Handbury Group have announced they will build a new 96-room hotel at their expanding, up-market residential golf development The Sands Torquay on the Bellarine Peninsula's Surf Coast. The new hotel, to be managed by Mirvac Hotels and Resorts will be operated under the Group's renowned 'Sebel' brand as The Sebel Sands Torquay.

The hotel will include a heated indoor lap pool, gymnasium and Day Spa, a Conference/Function Centre and Restaurant & Bar. The hotel is expected to open late 2006.

BEEN IN TO SEE US INCLUDE

Sarah Dubaich - Novotel St Kilda, Sandra Thompson - Tasmanian Convention Bureau, Rachael Spencer - The Central Group, Troy Dowd - Hunter Valley Gardens, Mimi Park - Crowne Plaza Darling Harbour Sydney, Kadifa Ridgway - Crowne Plaza Surfers Paradise, Kirsty Quinlan-Watson - Novotel Barossa Valley Resort, Sue Seddelies, Jane Beekman & Wendy Hull - The Country Place Retreat and Flowerdale Estate Retreat, Daneen Morgan - Crowne Plaza Christchurch, Lisa Dove - Stonelea Country Estate, Mary Helen Farrell - Outrigger Hotels & Resorts, Jane Tanti Millenium Hotels & Resorts, Nitin Balchandran - Saville Hotel Group, Andrew Oster Hyatt - Regency Sanctuary Cove, Olivia Webster-Griffiths - Royce Hotel, Lisa Lyons - Marylands Country House, Alison Courtney - Vue Grand Queenscliff, Leeann Cole & Renee Foley - Hayman, Shane Bethune & Jenny Morrell - Rydges Hotels & Resorts, Paul Fidock - Park Hyatt Melbourne, Amelia St Vincent - Stamford Hotels and Resorts, Janice King-Smith - Doherty Ballarat Lodge, Annie Glasson - Daydream Island Resort & Spa and Angela Mudford - The Windsor Hotel

"Once the game is over, the king and the pawn go back in the same box"

- Unknown

YOUR SAY

"Wonderful! I found dealing with Key Conference Solutions from the very first phone call a pleasure. All requirements I had were a priority and covered in minimal time. All the staff are lovely, friendly as well as knowledgeable."
Leisa Maddocks

"What an easy and time efficient service, gave me time to do my job."
Michelle Ganas

"Thanks Sue for never giving up and finding a venue that suits all of our (sometimes strange) needs."
Marie Comito

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

[Feel free to offer comments and suggestions.](#)

"Not being able to do everything is no excuse for not doing everything you can"

- Ashleigh Brilliant

JOIN AUSTRALIA'S LEADING COMPANIES

Join Australia 's leading companies that are taking advantage of the **free venue-finding service** Key Conference Solutions offers. Zinifex, Grange Securities, BP Australia, BHP Billiton, Red Bull Australia, Concentric Asia Pacific, ANZ, Shell Australia, Chiquita Brands, Lonely Planet Publications Pty Ltd, Fosters Group, BASF Australia Ltd, Kmart, Tenix Pty Ltd and QBE Insurance are just some of the companies who have chosen Key Conference Solutions to source venues throughout Australia, New Zealand and overseas for their business events.

"The true measure of a man is how he treats someone who can do him absolutely no good"

- Ann Landers

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Click here to visit the Key Conference Solutions website