

EVENT & CONFERENCE CO.

# PORTFOLIO.

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e&c  
co.

**Event & Conference Co.** is a professional conference organiser and event management company which has been trading for over fifteen years.

A full-service event management company, we deliver end-to-end event production. Working alongside our clients and suppliers, we create unique and innovative concepts which reflect the brand and the true sense of the event.

## Our Team

Our team is made up of experienced professionals, who are truly passionate individuals and endeavour to create unique and innovative events. We are committed to delivering a memorable, cutting edge and engaging experience for our clients and their audience.

Our team work collaboratively on all client events, so you can feel confident if one team member is unavailable, the rest of the team can assist.

For more information on our team members, [click here](#).

## Our Values



CUSTOMER  
SERVICE

RELATIONSHIP  
DEVELOPMENT

ATTENTION TO  
DETAIL

CREATIVITY

INTEGRITY

SUSTAINABILITY

# Who we work with

## Our Clients



## The Co.mplete Event Experience

Our service capability is extensive and includes:

- Event planning and administration
- Travel and accommodation management
- Registration management
- Event logistics
- Speaker management
- Marketing and Public Relations
- Graphic Design
- Event Production
- Onsite event management
- Risk management plan

At Event & Conference Co. we specialise in delivering conferences, awards nights, gala dinners, exhibitions and product launches.

To view our services brochure, [click here](#).

The following pages outline some of our key services in more detail.

## E&C Co. in Action

For a glimpse of our recent events, view our [highlight video](#) below.



## Conference Services

We have processes and systems in place supported by highly qualified personnel to ensure events run smoothly, mindful of time and cost considerations. This includes:

- Delegate registration management via our online software (eventsair)
- Payment and management of travel and accommodation
- Registration site development and management
- Powerful reporting via eventsair, to generate comprehensive and customisable reports
- Sponsorship management
- Develop and management of a mobile event app
- Production; detailed AV run sheets and MC scripts
- Abstract management
- Speaker management; collection and management of speaker collateral, accommodation and travel



## Gala Dinner/Awards Presentation Services

Servicing over 500 successful events, our team have the knowledge and capability to deliver and exceed your expectations. At Event & Conference Co., we have extensive processes in place to ensure a seamless event. This includes:

- Guest registration management via our online software (eventsair)
- Briefing documents; sponsor presenter and finalist briefings
- Award trophy sourcing and management
- Payment and management of travel and accommodation
- Sponsorship management
- Table planning
- Registration site development and management
- Powerful reporting via eventsair, to generate comprehensive and customisable reports
- Production including detailed AV run sheets and MC scripts
- Stage and MC management
- Event production and showcalling



## Conferences

Click on the videos below to view some of our recent conferences.

[WorkCover WA Conference](#)

[Waste & Recycle Conference](#)

[MEDCON](#)

## Gala Dinners/Awards Nights

Click on the videos below to view some of our recent gala dinners and awards nights.

[ARPA WA Awards](#)

[MEDBALL](#)



# What to expect

## Exhibition Services

We have extensive experience managing exhibitions. Our team have worked with exhibitions alongside conferences, and large-scale public exhibitions.

Our exhibition services include:

- Liaison with the venue and exhibition supplier
- Development of a comprehensive exhibition manual provided to all exhibitors pre-event.
- Delivery of all included exhibitor/sponsor benefits
- Ongoing support for exhibitors including regular communications and advice
- Set-up in our event app including exhibition listing, lead management and gamification

Need a compelling booth design? From concept through to execution, our creative team have the expertise to make your booth stand out and captivate delegates.

Looking for additional team members to assist at your booth at the event? [Get in touch with us.](#)



## Product Launches

Some of the deliverables include (but are not limited to):

- Creativity and conception development
- Ability to capture the imagination of your target market
- Marketing and publicity
- Branding and styling
- Accommodation and travel management
- Exhibition management
- Catering and supplier management
- VIP guest management

These skills are transferrable to the other services we offer across our organisation.



# Graphic Design

With a qualified Graphic Designer on our team, we can offer our clients high quality design work. Collateral can be developed in accordance with established style and visual identity guidelines. We work closely with our client to ensure that the final product reflects their vision.

Custom Branding



Event Programs



By integrating intelligent design and typographic skills with great imagery, we can deliver appealing designs that attract your target demographic and offer an effective and strong call to action.

Event Activations



# Our point of difference

## What makes us unique

- In-house design capability
- Innovative ideas to deliver more experiential events
- Strong industry connections built over 15 years
- Financial transparency
- Versatility and flexibility
- Multimedia project management
- Content creation; copywriting and marketing collateral
- In-house website development
- Develop and execute marketing strategies including social media management
- In-house travel and accommodation management
- Collaborative team work style across all client events



# What our clients say



## Anthony McAnuff

**Director**

**Pharmacy Guild of Australia WA Branch**

I've had the pleasure of working with the E&C team for our annual Pharmacy WA Forum event for several years and can't speak highly enough of their professionalism and dedication. The team's knowledge and expertise in event management truly set them apart. They've consistently demonstrated a deep understanding of our specific needs in the pharmacy sector, ensuring that the event is not only well-organised but also tailored to address the unique challenges and opportunities we face. They take the time to understand our goals and objectives, working closely with us to create an event that aligns perfectly with our vision.

Organising an event at scale involves numerous details and complexities, and the E&C team handles it all with remarkable patience and grace. They're always willing to listen, adapt to changes, and go the extra mile to make sure every aspect of the event runs smoothly.

I wholeheartedly recommend E&C for any event management needs. Their professionalism, knowledge, patience, and tailored approach make them an invaluable partner in creating successful and impactful events.



## Adrienne Baker

**Director**

**Energy and Mines**

We had an excellent experience with Event & Conference Co. The team is responsive, organised and brilliant onsite. Our attendees commented on their professionalism.

## Co.nnect with us



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