

The Conference Specialists

Making Conference Management Easy!

At Keynote PCO we understand the demands that running an international conference make on your time and we are here to help! So whether you are considering bringing an international conference to Ireland or are looking for assistance with an existing event, we at Keynote PCO are happy to meet informally to assess your needs and advise you accordingly.

Keynote PCO is a specialised conference organiser for the association conference sector. We are aware that the needs of every conference committee are different, so whether you are looking for someone to manage a small part of your event or need help to run your entire project, Keynote PCO offers several possible service packages for client organisations to assist with your conference.

Making a Bid

Do you have a desire to bring an international conference to Ireland but simply don't know where to start? Are you unsure if there is a conference in your field that could be hosted in Ireland, or do you have a particular conference in mind but don't know how to bid? Are you concerned about the financial implications of making a bid? If so, Keynote PCO is on hand to assist you with research, bidding materials and advice on funding an international bid and would love to work with you to bring your conference to Ireland. This work is usually provided without a fee.

Delegate Registration Service (includes Accommodation Management)

Management of delegate registrations is frequently the biggest challenge a conference organiser faces when organising their conference directly. Secure payment systems, merchant numbers, banking and general security questions over collection of fees, can all cause problems and absorb precious time to resolve. Keynote PCO can provide a quick and easy answer to all these problems and offers a secure online registration system, including payment, which can be linked to the conference website. Delegates can register for the conference, book accommodation, tours and social events, and make payment by credit card or bank transfer. You receive live reports and we can assist with the onsite registration process at the conference itself also if desired.

Full Project Management

Should you require more assistance, our project team works directly with the client committee to manage the conference to the highest standard, with our experienced staff taking care of all practical arrangements including:

- Conference Secretariat – all delegate enquiries and bookings
- Budgeting and Financial Management
- Promotion Plan, Conference Website and Marketing of the Conference
- Sponsorship and Exhibition
- Venue and all Suppliers
- Tours and Social Events
- Scientific Services – Abstracts, Online Programme, Conference Proceedings

We are experts at managing large project budgets (up to several million euro) and are familiar with the financial and budgeting systems for complex conferences, including relevant tax and VAT regulations.

Keynote PCO

www.keynotepco.ie

Background – Keynote PCO

Building upon over 15 years experience of its staff in the international conference industry, Keynote PCO as a specialised Professional Conference Organiser for national or international association conferences.

We provide a dedicated service in management of scientific and other association conferences and congresses, based upon a close client partnership and a very clear understanding of the needs of the association client.

Keynote PCO carries international certification for our systems and staff capabilities, and our personnel have organized the majority of the large international conferences in Ireland in the last 10 years.

Benefits of using a PCO

A Professional Conference Organiser is a specialist in all areas of conference management. The PCO works as your partner to help create the conference you desire, acting as both an administrator and consultant.

The expertise of the PCO means you will receive the best possible advice on venue selection, programme structure, finance, dealing with sponsors, security, insurance, and a host of other complex areas of the conference.

The PCO has the experience and contacts in the marketplace to successfully deal with all suppliers on your behalf, and may be able to offer additional services that would otherwise be unavailable, such as market research and international networks.

PCO services are typically broken down into several areas:

- Administration – handling delegate bookings, payments, abstract submissions
- Project Management – venue, budget, social events, promotion, suppliers
- Consultant/Business Partner – finance, sponsorship, tax, insurance
- International Bid – if required, assisting with securing conference for Ireland

The professional service provided in these areas means that the client can concentrate on their own speciality of meeting content, speakers and other programme details.

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info@keynotepco.ie