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IAPCO & Dubai
Regional Seminar
On
Professional Congress Organisation

sponsored by
Dubai Convention Bureau

presented by
NET GROUP, Dubai

organised by
NET CONFERENCE & CONVENTIONS

The second IAPCO Regional Seminar in Dubai

The Key to Successful
International Meetings Management
Basic & Advanced training sessions for PCOs
and Meetings Professionals

Venue: **Grand Millennium Hotel, Dubai**
February 2 – 5, 2009

Participants will receive Certificate of Participation from IAPCO

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Basic Conference Organising Course – Draft Programme		
Monday 2 February 2009		
09.00 - 09.15	Opening	
09.15 - 10.00	Introduction to IAPCO and Understanding International Association Meetings	Roslyn McLeod
10.00 - 11.00	Creating the Project Plan	Jan Tonkin
11.00 - 11.30	Coffee Break	
11.30 - 12.30	Finance and Budgeting for your Event	Philippe Fournier
12.30 - 14.00	Lunch	
14.00 - 15.00	Promotion of a Congress	Roslyn McLeod
15.00 - 15.30	Coffee Break	
15.30 - 17.30	Working Group	
Tuesday 3 February 2009		
09.00 - 09.45	Exhibitions	Philippe Fournier
09.45 - 10.30	Programme Management	Roslyn McLeod
10.30 - 11.00	Coffee Break	
11.00 - 11.45	Registration and On-Site Arrangements	Philippe Fournier
11.45 - 12.30	DMC: Social and Housing	Jan Tonkin
12.30 - 14.00	Lunch	
14.00 - 14.45	Venue Management	Philippe Fournier
14.45 - 15.15	Coffee Break	
15.15 - 17.00	Presentation of Working Groups Closing and Presentation of Certificates	

Basic Course: AED 750 per delegate
Basic & Advanced Course Combined: AED 1250 per delegate

Advanced Conference Organising Course – Draft Programme		
Wednesday 4 February 2009		
09.00 - 09.15	Opening	
09.15 - 10.00	IAPCO, the Conference Industry and the Role of PCOs today	Roslyn McLeod
10.00 - 11.00	Successful Bidding and Effective Presentations	Philippe Fournier
11.00 - 11.30	Coffee Break	
11.30 - 12.30	Marketing a Destination and Bidding to Win	Roslyn McLeod
12.30 - 14.00	Lunch	
14.00 - 15.00	CSR/Green Meetings	Jan Tonkin
15.00 - 15.30	Coffee Break	
15.30 - 17.30	Working Group	
Thursday 5 February 2009		
09.00 - 09.45	Contracts	Jan Tonkin
09.45 - 10.30	Accountability and Crisis Management	Roslyn McLeod
10.30 - 11.00	Coffee Break	
11.00 - 11.45	Sponsorship and Zero Sponsorship	Philippe Fournier
11.45 - 12.30	Finance Planning for a PCO Company	Jan Tonkin
12.30 - 14.00	Lunch	
14.00 - 14.45	Technology in Today's World	Jan Tonkin
14.45 - 15.15	Coffee Break	
15.15 - 17.00	Presentation of Working Groups Closing and Presentation of Certificates	

Advanced Course: AED 750 per delegate
Basic & Advanced Course Combined: AED 1250 per delegate