



KEEPING AUSTRALIA | NZ | ASIA PACIFIC MEETING

WHY SHOULD YOUR EVENT MANAGEMENT COMPANY BE CERTIFIED?



Certification provides clients and industry with an assurance that the event manager and or event management business they are dealing with is committed to the highest quality event management business practices, consistency and reliability in the delivery of services, professional standards and dedication to continuous improvement.

EVENT MANAGEMENT COMPANIES PROVIDE THE FOLLOWING FOR AUDIT:



This process also provides you with the opportunity to examine your company in detail and review in depth your policies and procedures.

Back-up systems Information

Details of procedures and software information to ensure client property is safeguarded

Company Software Systems

Used to support company processes including registration and payment systems

Annual ASIC Statement of Solvency

Disaster Recovery Plan

Risk Management Plan for Conferences & Events

QA System Details of the system that the business currently has in place

Certificate of Business Registration

Public Liability Insurance Policy and certificate of currency

PI Insurance Policy (for a minimum of \$1 million) and certificate of currency

Standard Contract of Services provided to clients

Standard Employment Contract

Company Statement Compliance with Fair Work Australia laws

Finance and Accounting Procedures ensuring that client monies are maintained and are separately identifiable from the Company

Statement of Compliance with PCI requirements regarding handling and security of credit card information

Compliance with the PCO Association membership Code of Conduct

PCOA Company Certification is conducted through a rigorous application process independently assessed by a certified practising accountant.

Applicants must be current PCOA members and have one CEM employed within the business.



KEEPING

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MEETING

CONNECT

• NETWORK

• LEARN

• DEVELOP

CURRENT CERTIFIED EVENT MANAGEMENT (CEC) COMPANIES



The following event management companies are certified by the PCOA in accordance with the PCOA Certification Program guidelines for event management companies.

Applications are independently audited by a certified practising accountant.

- All Occasions Group**, Anne-Maree Quinn CEM, Thebarton, SA
- ASHM Conference & Events Division**, Nadine Giatras CEM, Surry Hills, NSW
- ASN Events Pty Ltd**, Tim Hancock, Balnarring, VIC
- AST Management**, Mel Stewart, Gold Coast/Brisbane, QLD
- Conference Logistics**, Leanne Gollasch CEM, Kingston, ACT
- Consec – Conference and Event Management**, Barry Neame CEM, Belconnen, ACT
- Convention Management NZ Ltd**, Dean Bradley CEM, Auckland, NZ
- Cornerstone Events**, Karen Sainsbury CEM, Sydney, NSW / Buddina, QLD
- DC Conference & Association Management**, Dianna Crebbin CEM, Sydney, NSW
- Encanta Event Management**, Renee Bennett CEM, Nedlands, WA / Melbourne, VIC
- Expert Events**, Lidia Dalton CEM, Expert Events, Brisbane, QLD
- KAM Events**, Kate Murphy CEM, KAM Events, Gold Coast, QLD
- Iceberg Events**, Jodie Parker CEM, Brisbane, QLD
- Leishman Associates**, Paula Leishman CEM, Hobart, TAS / Melbourne, VIC
- Public Sector Network Events**, Petra Bacic CEM, Sydney, NSW
- Taylored Images**, Wayne Taylor CEM, Ashgrove, QLD
- The Association Specialists**, Francis Child CEM, St Leonards, NSW
- YRD Event Management**, Mary Sparksman CEM, Bardon, QLD

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