



KEEPING

AUSTRALIA | NZ | ASIA PACIFIC

MEETING

WHAT DOES IT MEAN TO BE A CERTIFIED EVENT MANAGEMENT COMPANY (CEC) WITH PCOA?

PCOA Company Certification (Certified Event Company - CEC) 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.



EVENT MANAGEMENT COMPANIES MUST PROVIDE THE FOLLOWING FOR AUDIT:

Back-up systems Information

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



Statement of Compliance

with PCI requirements regarding handling and security of credit card information

Company Software Systems

Used to support company processes including registration and payment systems

QA System

Details of the system that the business currently has in place

Risk Management Plan for Conferences & Events



Public Liability Insurance Policy and certificate of currency

Disaster Recovery Plan



PI Insurance Policy

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

Certificate of Business Registration

Annual ASIC Statement of Solvency



Company Statement Compliance with Fair Work Australia laws

Standard Contract of Services provided to clients

Standard Employment Contract

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



Compliance

with the PCO Association membership Code of Conduct

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.





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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

Taylor 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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