

# ADVANCED MASTERCLASS IN EVENT PROJECT MANAGEMENT

9.00 a.m. – 5.00 p.m., 6 December, 2008 (Saturday)

## The Convenor

Warwick Hamilton created *Events Unlimited International* in 1987, and since then has coordinated and managed spectacular events in Australia and worldwide which have seen the company win a number of awards including a National Australia Day Special Award.

These events have included a black tie, outdoor Symphony Concert for 10,000 guests (in a paddock!), a reception in a 2000 year old underground water cistern for a UN delegation in Turkey, televised gala nights such as The Miss Australia Awards, fun filled 'Murder Mysteries' over dinner, complex product launching road shows and corporate team building challenges.

Warwick also has a wide range of experience with exhibitions. Such experience has included taking large Australian company groups to CeBIT in Germany — the World's largest Information Technology Expo (7000 exhibitors and 800 000 visitors over 7 days) — to the full development and management of the Australian stand and contingent at HABITAT II (a major UN exhibition in Istanbul). Warwick has served on the board of the Canberra Visitor and Convention Bureau and the Meetings Industry Association of Australia. He is also a member of Meetings and Events Australia, and the Exhibition and Events Association of Australasia.



## Masterclass Programme

The most creative event in the world may not be a good event if it is not run correctly. Correct and detailed planning will minimise the risk of something going wrong, will help make your show run smoothly and on budget, and will reduce stress on yourself and your client.

This seminar will introduce you to practical project management processes that will help you in the production and control of your event. Actual examples using various types of events will be used, finishing with a case study of what seemed a straightforward event, but wasn't!

## Topics Covered

- Identifying the various phases in the production of an event
- Methods for establishing and quantifying the various tasks and resources involved
- Possible organisational structures that could be used
- Establishing the correct sequence of tasks, and then different scheduling methods to be used to implement those tasks
- Forms of documentation to be used, including a practical look at creating and monitoring budgets
- Methods to monitor and control your plans
- The finalisation of the event

## Who Will Benefit?

- Event Managers or coordinators
- Operations Managers for events or venues
- Personal Assistants, or other company members who are called upon to organise events.
- Managers who coordinate events for government organisations

**Seminar Fee: MOP 1000 for Non-Macao ID holders; MOP 800 for Macao ID holders**

**Venue: Pousada Conference Room, IFT**

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*Deadline: 7 November, 2008*



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