



DEMS Factsheet

Deakin University CRICOS Provider Code: 00113B



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UNIVERSITY

Deakin University Event Management Services

Your professional, experienced, conference and event planners



Deakin Event Management Services

The experienced team within Deakin University's Event Management Services will work alongside you to ensure your next event is delivered at the level of professionalism we know you expect.

Whether you are running a large conference, small webinar, social function or hybrid event, our fully integrated online event software has the capability to take your event to the next level and ensure attendee engagement.



Services

Our comprehensive range of services can be adapted to your budget and requirements, including (but not limited to):

- Budget development and ongoing financial management, including invoicing and final account reconciliation
- Sponsorship management
- Design and management of secure online registration, including all delegate liaison
- Development and design of a dedicated event website
- Development and management of virtual platform and mobile app (if required)
- Assistance and design of marketing collateral, including email marketing
- Coordination of suppliers including audio/visual, catering, photography and transfers
- Coordination of accommodation rates and group bookings
- Program management including call for abstracts process, program template, invite speaker liaison, speaker briefings and collation of speaker collateral
- Sourcing and management of event venue (Deakin or external)
- Coordination of event accessories, including satchels and name tags
- Comprehensive on-site management (both in-person and virtual)
- Risk management and quality control insurance



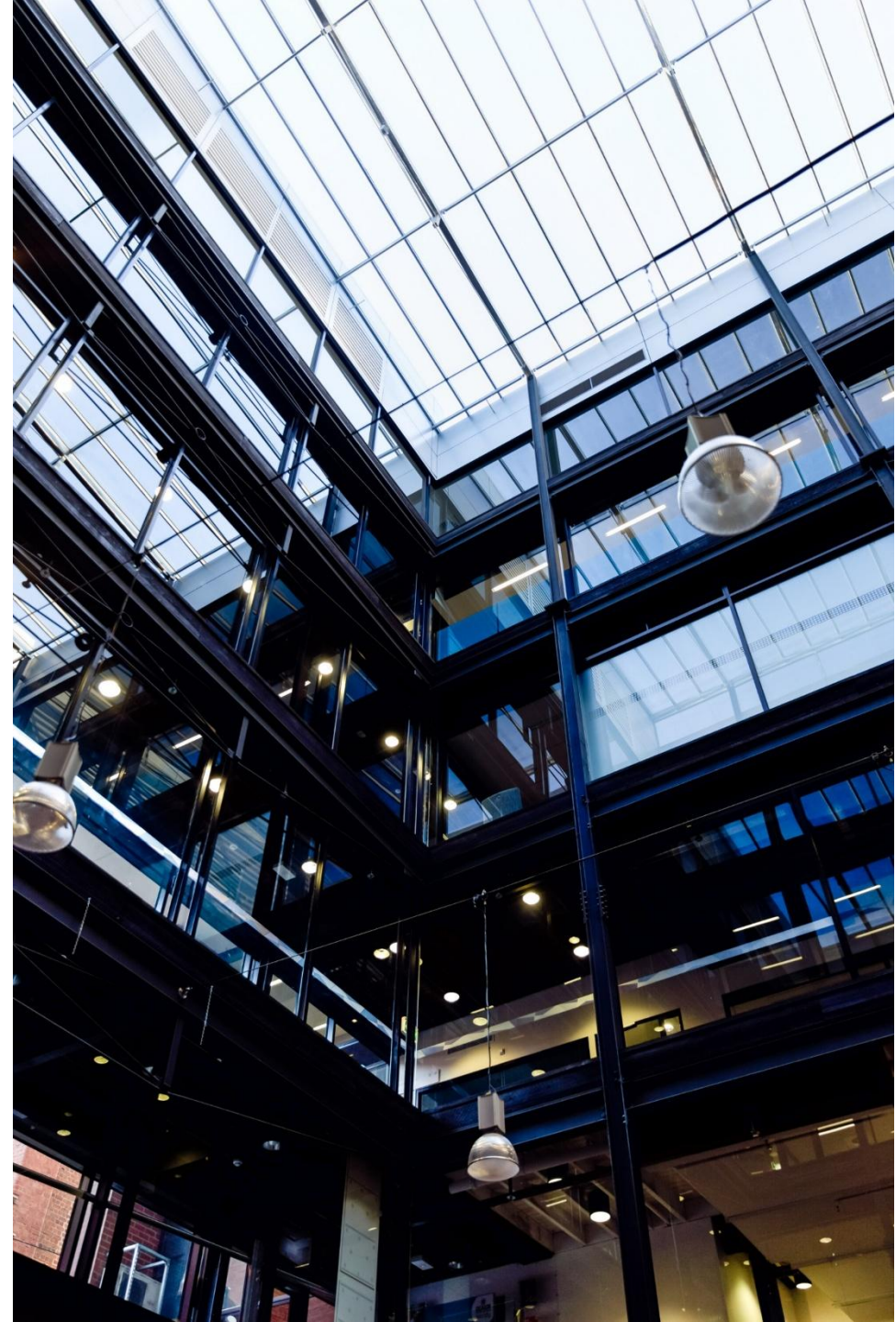
Enquire

Contact us for discussion about how our value driven fee for service Conference Management could support your conference.

For further details please contact us:

Phone +61 3 9246 8150

Email events@deakin.edu.au



Testimonial

Deakin Events Management has provided a range of services to our event, including the abstract submission and registration platform, on-site and off-site professional staff assistance, and liaising with the University host to organise logistics.

Deakin Events Management have consistently demonstrated exceptional customer service, at all stages of event planning and delivery. In the lead-up to events, the team have worked extremely hard to build strong relationships with the University stakeholders, and to help the organising committee understand what is required. Their experience in organising conference is clear, as they have always been proactive in anticipating potential problems and providing solutions well in advance and in respond to urgent and short-notice requests. They have helped us successfully deliver online, hybrid, and face to face events, with exceptional customer service and strong support both in front of house and behind the scenes.

As a member of the organising committee for the last three years, I have always felt extremely well supported by the Deakin Events Management team. I can unreservedly recommend them for future events.

Dr Susannah Whitney
Senior Human Scientist
Department of Defence





Contact us

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