

## Topic: Guide to planning a staff conference

Most organisations have a staff conference on a regular basis, whether it is a simple one-day event in their home city or a lavish multi-day event out of town.

Answering the following 10 questions will help companies plan their next staff conference, according to our conference & events manager Kathryn Laslett.

"It will help you know what you need to do and what support you will need to source both internally and externally."

1. **What are your conference objectives?**
2. **What are your likely delegate numbers and their background?**
3. **What is your budget?**
4. **What dates do you want to stage it?**
5. **What city do you want to have it?**
6. **What do you want in the conference agenda?**
7. **What venues do you need?**
8. **What transportation is required?**
9. **What catering is required?**
10. **What information do you need to collect from delegates and communicate?**

To find out how these answers will help you planning, contact us on [enquiry@corporatechallenge.com.au](mailto:enquiry@corporatechallenge.com.au)

## CONTACT US

We are professional conference organisers who also specialise in group activities from indoor corporate events to outdoor team building activities in Melbourne, Sydney, Perth, Brisbane, Gold Coast, Sunshine Coast, Auckland & Hamilton!

