



# SUCCESSFUL EVENTS

*event management*

Professional conference and event management  
company offering end-to-end solutions



# INTRODUCTION

Successful Events (Pty) Limited is a professional conference and event project management company offering "end to end" solutions to local corporate and international markets.

We pride ourselves in our professionalism, quality, long term relationships, solutions, exceptional service and value.

The company is accredited as a Professional Conference Organiser through SAACI. Its 16th year in business was proudly celebrated in January 2011. Head office is in Johannesburg, with branch offices in Cape Town and Durban.

Successful Events combines its professional skills in event project management and communication to provide a unique specialised service offering.

## The company's specialised areas of expertise include

Event Management (Project Management)	Print (design, repro and print)	Communication
Conferences	Brochures and marketing material	Event website design and development
Seminars	Delegate folders and contents	Online registration
Training	Directional signage	Reporting
Roadshows	Name badges	Database creation and management
Exhibitions	Branding and banners	
Launches	Vehicle branding	
Social functions	Corporate clothing	
Incentive programmes		
Team-building		



## The event management service covers the following:

Audio-visual, Sound, Lighting	Post event analysis
Catering	Print and Design
Database management	Project management
Delegate feedback	Protocol
Electronic media	Registration
Entertainment	Social Programme
Event Design	Sponsorships
Financial	Speakers
Gifts	Translation
Marketing	Travel, Accommodation
Media campaign	Venues
Photography	Website design and development

## Examples of events coordinated by Successful Events:

- Chartered Secretaries Southern Africa Premier Conference 2010
- Department of Housing, Housing Development Agency Launch 2009
- Development Bank of Southern Africa (DBSA) Year End Conference and Gala Dinner 2008
- Fasset (the SETA for the Financial Institutions) Training Roadshows
- International Association of National Public Health Institutes (IANPHI)  
Regional Public Health Leadership Meeting 2008  
Annual Meeting hosted in South Africa 2009
- National Institute for Communicable Diseases (NICD) 1st SAFELTP Scientific Meeting 2008
- Nepad - 6th CAADP PP Meeting 2010
- Organisation for Economic Co-Operation and Development (OECD)  
The OECD Network on Corporate Governance of State-Owned Enterprises for Southern Africa 2008 and 2009
- 12th Annual International Corporate Governance Network (ICGN) Conference 2007
- Tephinet 6th Global Scientific Conference 2010

## Current Projects:

- JSE World Federation of Exchanges (WFE) Conference



# ROADSHOWS

*Successful Events - Leading specialists in roadshow coordination*

As leading specialists in roadshow coordination, Successful Events has a proud record of achievement.

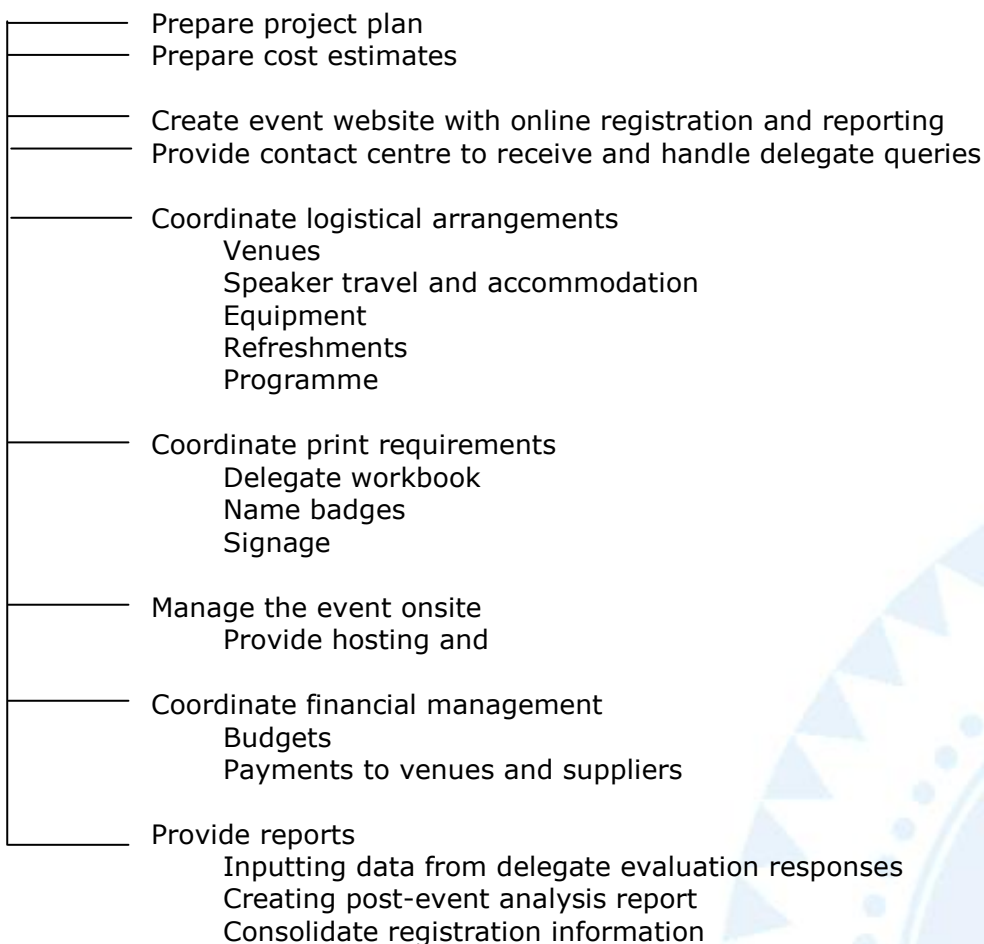
8 years ago, together with South Africa's financial and accounting Seta, a model was created to carry training to the accounting sector nationally.

- 2010 - 153 venues and 11,336 delegates
- First quarter of 2011 - 81 venues, 7,852 delegates

The model succeeded beyond expectation.

From this solid foundation Successful Events now offers a tried and tested roadshow model - from event website creation and online registration to the coordination of logistics, travel arrangements, print requirements and financial management.

## OUR ROADSHOW MODEL



## REFERENCES

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