

on-cue

seamless conferences . savvy solutions



Professional
Conference Organisers
& Association Managers



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ABOUT ON-CUE



Since 1995, On-Cue has been delivering outstanding and seamless conferences, exceeding our clients expectations throughout New Zealand and now in Australia. Our knowledgeable team has planning, marketing, finance and technology savvy experience covering your full range of conference and association management needs.

You may choose to entrust us with the entire management of your conference or simply supplement your own resources with our specialised online, marketing or registration services. We welcome the opportunity to discuss your requirements and assist you to organise a truly outstanding event.

OUR FORMULA IS SIMPLE:

- ✓ We offer great advice and creative thinking from the start
- ✓ We provide the 'engine room' of back office services to reliably bring all the elements of your conference together
- ✓ We provide on-site support to guarantee success
- ✓ We allow you time and space to work without the day to day worry, always leaving you in control
- ✓ We apply the latest modern technology, making it easy for you and your delegates throughout the entire conference process
- ✓ We are tried, tested and proven to deliver

MEET OUR TEAM



LEA BOODEE GENERAL MANAGER

Diploma in Hospitality Management

Having owned On-Cue since 2003, Lea leads the team through her extensive industry experience combined with a strong understanding of technology, marketing and project management skills. Lea is known for her “hands on” approach with clients, and her particular focus on big picture strategy.

Lea’s career highlights include managing a number of conferences and events ranging from 50 to 4000 attendees, including MarchFest (Nelson’s iconic craft beer and music festival) for the last 8 years.



TRACY YOUNG CONFERENCE & OPERATIONS MANAGER

BCom Hons in Marketing Management, Masters in Tourism Marketing

Tracy has been with On-Cue for over 10 years, managing national and international conferences for many of our long-term clients. She is a passionate and experienced conference professional with a focus on building solid working relationships with each client.

Tracy’s long established and ever-expanding network connects clients with the best suppliers, venues and sponsors. Tracy’s multi-tasking capabilities, friendly and approachable nature makes her a sought after professional in the conference industry.



SHELLEY HARING CONFERENCE MANAGER

Diploma in Tourism Management

Shelley joined On-Cue in 2013 and has a wealth of event and administration management experience. Shelley is a creative problem solver and a valuable asset to the team with her keen eye for detail and exceptional time management skills. Shelley constantly exceeds client expectations and enjoys building relationships that go beyond the event.



NICKI VAN ASCH CONFERENCE & MARKETING EXECUTIVE

Bachelor of Resource Studies, Post Grad Diploma in Event Management

Nicki has over a decade of experience in the conference and event industry. Her career journey has taken her around the world in various capacities which have contributed to her possessing a toolkit to deliver first rate conferences and association management. Nicki feels privileged to work in an industry that brings like-minded people and extraordinary ideas together.



AMY BANDY CONFERENCE & ONLINE ASSISTANT

Cert in Travel & Tourism

Amy joined the team in 2014 and her extensive customer service background gives her impeccable communication skills and a high attention to detail. She is also studying for a degree in marketing and tourism at Nelson Marlborough Institute of Technology.



JENNA COLLETT CONFERENCE CO-ORDINATOR

Advanced Diploma in International Hotel Management

Jenna is a knowledgeable event management professional with extensive experience in managing a variety of events including corporates, community groups and associations.

She has developed excellent business relationships with key industry suppliers, and maintains extensive networks in the conference market. Jenna is also highly organised and has excellent attention to detail.



EMMA WIGHTMAN CONFERENCE CO-ORDINATOR

Cert in Conferences & Events, Cert in Design, Cert in Travel & Tourism

Emma has recently joined the growing On-Cue team after completing 3 years of study in conferences, events and design in Wellington. Her strong background in customer services and her experience using a wide range of design programs has many conferences now seeking her expertise.

IN OUR CLIENTS' WORDS



NEW ZEALAND ARBORICULTURAL ASSOCIATION

“Time after time, On-Cue has also delivered on all accountabilities and tasks set by our association and within the required time making the whole process streamlined and with ease. Today’s market is highly competitive, and we value relationships that’s formed on trust. To this end, we’re planning further conferences with On-Cue in the future.”

RICK MEXTED, PRESIDENT, NZ ARBORICULTURAL ASSOCIATION

NEW ZEALAND ASSOCIATION OF ECONOMISTS

“Lea Boodée and her staff were easy to work with and provided great organisational support. They’ve been an integrated solution: they handled submissions, registrations, and other aspects through one system and with on-line access for the committee. They were also cost-effective, which is important for an organisation of economists.”

DR BILL KAYE-BLAKE, PRESIDENT, NZ ASSOCIATION OF ECONOMISTS



ANNUAL CLIENTS

- ✓ NZ Arboricultural Association
- ✓ NZ Hydrological Society
- ✓ NZ Association of Economists
- ✓ NZ Planning Institute
- ✓ NZ Freshwater Sciences Society
- ✓ DairyNZ
- ✓ Cawthron Institute
- ✓ In-House Lawyers Association
- ✓ Government Economics Network (GEN)
- ✓ NZ Association of Resource Management
- ✓ IPENZ/Water NZ Rivers Group
- ✓ NZ Society of Soil Science

WE MAKE IT HAPPEN FOR YOU





CONFERENCE ORGANISING

**AS YOUR PARTNER AND
GATEKEEPER, EVERY
STEP OF THE WAY
ON-CUE WILL
LOOK AFTER ALL AREAS OF
PROJECT MANAGEMENT
FOR YOU, DELIVERED
ON-CUE**

CONFERENCE MANAGEMENT SOLUTIONS

WHY YOU SHOULD TEAM UP WITH US

- ✓ We will execute your vision and ensure a seamless experience on the day
- ✓ On-Cue will help bring the top speakers to your conference
- ✓ Sit back and enjoy networking with colleagues and members while we manage the social programme
- ✓ We use the latest social media technology to communicate to your delegates in an easy and informative way
- ✓ We will deliver accurate budgeting and prudent financial management
- ✓ We will look after your sponsors and exhibitors ensuring their entitlements are fulfilled and they are fully acknowledged. We will build the rapport that ensures they will come back next year.
- ✓ We will work with you to craft an extraordinary programme of social events, including your welcome function, conference dinner and award ceremony

Our Conference Management Solutions includes, but is not limited to;

SPEAKER MANAGEMENT

- Liaise with speakers
- Set up and manage speaker contracts
- Book speaker travel and accommodation

SOCIAL PROGRAMME

- Book entertainment
- Organise the theme
- Manage transport
- Manage set up & break down, and be there on the night
- Prepare menus
- Manage tickets
- Work with the committee to prepare awards and certificates

FINANCE

- Set up, manage, and maintain a budget and cashflow
- Set up and manage a Trust Account
- Work closely with the association accounts team
- Pay supplier invoices on behalf of the conference
- Produce detailed financial statements

ACCOMMODATION

- Negotiate room rates and pre-book quality accommodation
- Manage deadline dates and limit liability
- Book delegates' accommodation and provide rooming lists

SPONSORSHIP & EXHIBITION MANAGEMENT

- Set up and manage industry-specific sponsorship and exhibition proposals
- Manage the exhibition company quotes, confirmation, contract and invoicing
- Create the exhibit floor plan layout
- Develop an exhibition kit for easy pack in and pack out



ON-SITE MANAGEMENT

- Provide trouble-shooting and on-site logistics
- Oversee the audio visual and technical requirements
- Prepare and manage signage
- Manage pack-in and pack-out, including conference material
- Manage the registration desk and answer delegate enquiries
- Register day delegates and manage payments



REGISTRATION MANAGEMENT

- Set up & manage secure online registration forms
- Delegates can change, edit or pay online for their registration
- Set-up custom invoices, receipts and confirmation emails
- Answer delegate enquiries
- Process credit card and invoice transactions, reconcile registrations
- Follow up any outstanding payments
- Design and manage name badges



ABSTRACT MANAGEMENT AND TECHNICAL PROGRAMME

- Set up and manage a 'call for abstracts' portal
- Answer author enquiries
- Set up and manage a 'review' portal, which allows the committee to access abstracts
- Provide the committee with accurate lists to assist with programme planning
- Work with the committee to allocate abstracts to sessions
- Manage a poster session and book poster boards
- Set up and send presentation guidelines



FIELD TRIPS

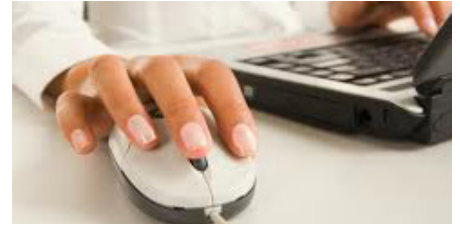
- Book and manage transport
- Help you develop a risk management and health & safety plan for each field trip
- Print and manage field trip hand-outs
- Manage catering, including special dietary needs and produce lists for each field trip leader



ONLINE SOLUTIONS

**AT ON-CUE WE'RE
CONSTANTLY
UPDATING OUR
ONLINE EXPERTISE
TO MAKE THE
LATEST E-SYSTEMS
EASILY ACCESSIBLE
FOR YOU AND YOUR
DELEGATES**

CONFERENCE ONLINE SOLUTIONS



YOUR CONFERENCE WEBSITE

- We have the expertise to help you develop and manage a dedicated conference website, or we can update your existing site
- Our in-house graphic design and website services mean we setup and manage the website at a fraction of the usual costs
- We'll make it easy for your delegates to find information and make informed decisions to complete their registration
 - A custom-designed website with homepage
 - The programme updated regularly with links to abstracts
 - Social function information
 - The keynote speaker's bio and photo
 - Sponsors' logos and links to sponsors' websites
 - Registration details with link to online booking form and manual form
 - Host destination information with accommodation and travel information
 - Contact details and booking conditions
 - A Twitter hashtag set up

CONFERENCE APP'S

Engage your attendees by offering instant access to relevant content, announcements, agendas and news via their smartphones and tablets.

Our conference app will bring the conference handbook into the palm of your delegates hand, providing everything they need to know about the conference and more.

✓ The mobile app allows delegates to:

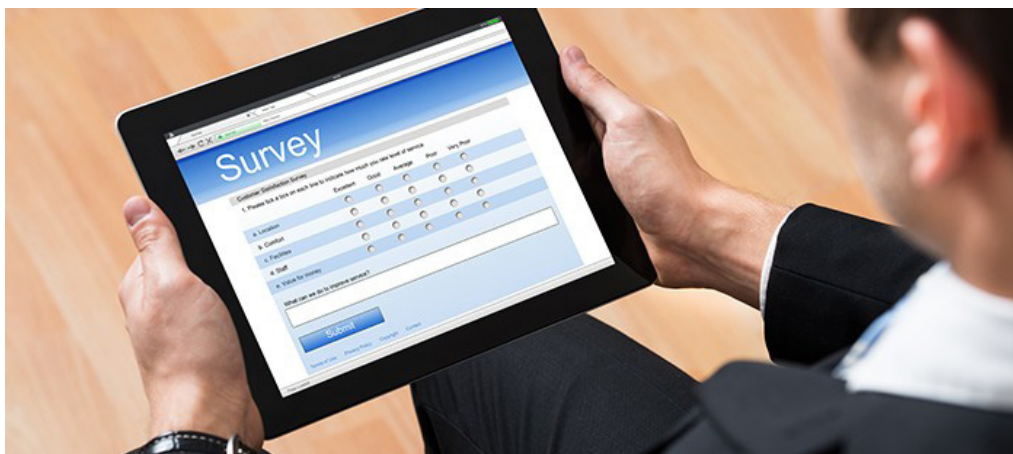
- View the agenda and explore the sessions
- Build their own personal schedule
- Access speaker profiles with abstracts, exhibitor and sponsor information
- View maps of the expo floor and venue site map
- Provide valuable feedback
- Search for attendees
- Send and receive messages
- Receive alerts and news articles

Your conference can also generate more revenue through advertising, and additional sponsorship space which is provided throughout the mobile app

ONLINE SURVEY MANAGEMENT ◀

✓ We can help you improve your conference year after year, and stay in touch with the changing needs of your delegates

- Set up the online survey with custom questions
- Send invitation emails to all attendees
- Collate results
- Apply logic rules
- Send reminder emails to attendees





MARKETING SOLUTIONS

**A CREATIVE,
CONSISTENT
AND POLISHED
DESIGN ACROSS
ALL PLATFORMS
WILL HELP BOOST
DELEGATE NUMBERS**

CONFERENCE MARKETING SOLUTIONS

FIRST ANNOUNCEMENT FLYER DESIGN

Postcard flyers are a great way to promote your conference. They're cost effective and will stand out from the rest of the mail.

CONFERENCE HANDBOOK (including abstracts)

Our graphic design team create and populate attractive, professional handbooks so your attendees can easily find information – and your organisation receives the accolades.

SPONSORSHIP AND EXHIBITION

Everything we design is simple, clear, and expressive. We focus on complementing the most important information with impactful visuals that inspire and engage.

EMAIL MARKETING

Build strong relationships and regularly stay in touch with your attendees by using attractive, professional email communications which are much more effective than regular emails.



EXPERIENCE COUNTS

On-Cue has a **20-YEAR HISTORY** of creating and delivering successful conferences. Examples of some of our more recent conferences are:



NZ Freshwater Sciences Society

Dates: 5 - 8 December **2016**

Location: Invercargill, Ascot Hotel and Transport World

Numbers: 520 delegates and 190 abstracts



Joint Conference for the NZ Hydrological Society & Australia Hydrology Water Resources & IPENZ/Water NZ Rivers Group

Dates: 28 November - 2 December **2016**

Location: Queenstown, Millennium Hotel

Numbers: 450 delegates and 300 abstracts



NZ Society of Soil Science & Soil Science Australia Joint Conference

Dates: 12 - 16 December **2016**

Location: Queenstown, Millennium Hotel

Numbers: 400 delegates and 270 abstracts



Society for Ecological Restoration Australasia (SERA) & the New Zealand Ecological Society (NZES)

Dates: 19 - 24 November **2016**

Location: Hamilton, Claudelands

Numbers: 520 delegates and 290 abstracts

GREEN INITIATIVES

We maintain extensive 'green' policies and procedures for reducing the environmental impact of your event.

On-Cue also practices green initiatives in-house through our recycling programme, print reduction initiative and energy efficient practices.

○ Put it in writing -

We work with your committee to establish an environmental statement or policy for your conference. We then share it with suppliers, delegates and speakers.

○ Use paperless technology -

We use new media and electronic technology to cut down on paper use.

○ Practise the '3Rs'-

We ask hotels and venues to provide visible and accessible reduction, reuse and recycling services for paper, metal, plastic and glass.

○ Eat green -

We request that the catering venue:

- buy locally grown food as much as possible
- use reusable utensils, dishes, napkins and tablecloths

○ Save energy -

We co-ordinate with the venue to ensure that energy, lights and air conditioning are turned off when rooms are not in use.

○ Conference material -

If you need to use delegate bags, we source sustainable and environmentally friendly bags that are handmade.

Member 365

Membership Management Software

Communicate, Engage, and Collaborate with your Members

Think of all the time and resources you devote to managing member communication, events, marketing, dues renewal, record keeping, advocating, and promoting the value of your organisation. Now, there is a better way to do all of that, and more – hassle-free!



Contact Records (CRM) – Manage both member and non-member contact records (i.e. community partners, suppliers, government stakeholders, etc.)



Member Portal – Improved member Communications, Engagement, Collaboration and Self-Service tools



Events – Manage Chamber-lead member exclusive events, including Mixers, Workshops, and other meetings



Email Marketing – Create targeted distribution lists and centralize email communication



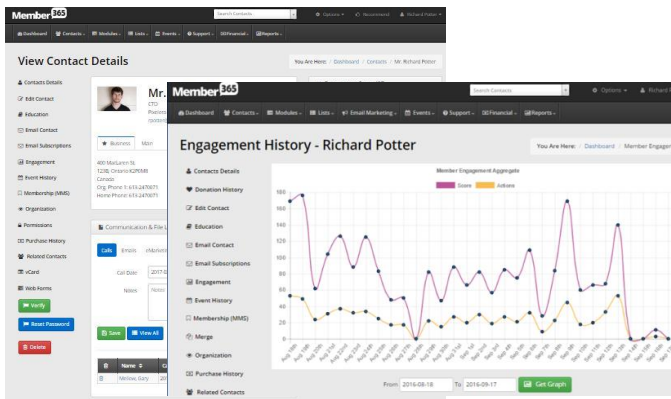
Automate Renewals – Make life easier for you and your members with automated member dues renewals



Directories – Publish beautiful member directories in real-time

Member Engagement

Understand what drives and engages your Members; use this data to repeat successful events & activities while reaching out to the outliers to re-ignite interest and support



Automated Software Updates

Receive free automated software updates that ensure you're on the latest version.

Deeper Insights & Greater Affordability

Stop using multiple applications to manage your organization. With Member365, everything is centralised through one pane of glass, saving you time and money.

Society & Association Focused

Member365 is focused on helping Societies and Associations communicate, engage, and grow. This means that every part of your experience is based on helping you service your members.

Why wait for something great
When you can have it today?

Member 365

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**KEEPING
NEW ZEALAND
MEETING**

MEMBER 2016

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