

SAVETCON PROFILE

INTRODUCTION

SAVETCON is the in-house event company of the South African Veterinary Association and has been organizing, coordinating and managing congresses, symposiums, exhibitions and events for the past five years.

The unique selling point and success of SAVETCON as an event company is based on the fact that as part of the South African Veterinary Association all involved are familiar with all the role players and specialized field within the veterinary fraternity. There is extensive experience in the event-management industry and, as a result, a professional and comprehensive service is provided.

SERVICES OFFERED

ADMINISTRATION IN THE PLANNING STAGE

- Establish committee structure and responsibilities
- Prepare congress/event critical path
- Plan a meeting schedule
- As the congress/event secretariat, SAVETCON will be the sole telephone and mailing address for the congress/event

- Handle day-to-day enquiries from delegates, speakers and guests.
- Attend all committee meetings
- Implement and follow up on the minutes of meetings
- Assist with planning and implementing the budget

LOGISTICAL PLANNING AND ARRANGEMENTS

- **Congress/Event package and literature**
 - Congress/event theme and logo
 - First announcements
 - Registration documentation
 - Welcome letters/general information
 - Final congress/event programme
- **Delegate Invitations and Database**
 - SAVETCON will utilize the client's database systems for communicating and the registrations process.
 - All registrations will be acknowledged
 - Registrations will only be confirmed once full payment is received.



• **VIPs and Special Guests**

- Arrangements for security and safety
- Ensure appropriate protocols are followed when dealing with VIPs
- Ensure appropriate arrangements regarding a welcome reception at the airport/venue
- Suggest and source all delegate/VIP/corporate gifts

• **Congress Venue**

- Manage all communication with the venue management team
- Provide on-site management expertise. Communicate all requirements to the venue in writing and follow up on a regular basis.
- Regular meeting with venue staff to ensure the smooth running of the event

administrative services to speakers and delegates

• **Congress Coordination**

- Organise announcement of possible venue changes or transport arrangements
- Co-ordinate seating plans at congress venues and functions as specified by the Committee
- Arrange and manage audio-visual equipment for speakers and equipment needed for social functions
- Manage on-site administration of fax, telephone and photocopying facilities

• **Congress Liaison**

- Liaise with members of the press, as required
- Manage the printing of congress proceedings or copying of a CD containing congress proceedings and its distribution to delegates

ON-SITE MANAGEMENT AT THE CONGRESS/EVENT

• **Congress Registration and other support services**

- Man the registration desk during scientific programme times
- SAVETCON will provide adequate and competent staff to manage an office at the congress venue
- SAVETCON will provide

Post-Congress Administration

SAVETCON will handle all post-congress administration, including thank you letters, and finalise finances in coordination with the bookkeeper.

Financial Administration

- SAVETCON can assist with obtaining sponsorships
- SAVETCON can assist with the





THE TEAM

- compilation of a budget
- Registration fees will be formulated according to the budget.
 - A set of computerized books will be opened in coordination with a bookkeeper and the congress will be run through these books.
 - Monthly management accounts will be produced as well as other financial reporting requirements enabling tracking of income and expenditure in relation to the approved budget.
 - The congress financials will be independently audited at the completion of the event. This is a third-party cost and needs to be included in the budget.

Exhibitions

- Exhibition planning
- Assist with selling of exhibition space
- Floorplan, exhibitor manual, function to interest and sell to industry
- Manage exhibition

Functions and Tours

- Arrange social and special-event functions
- Venue, décor, catering and entertainment
- Compile accompanying persons' programme
- Plan and assist with the marketing of pre- and post-congress tours

Petrie Vogel spent 6 years with the South African Veterinary Association where she was responsible for PR & Marketing of the Association as well as event management, which she did by arranging the 3rd & 4th SA Veterinary & Paraveterinary Congress, Onderstepoort Centenary Celebrations as well as various local SAVA Branch events. SAVETCON is also organising the 30th World Veterinary Congress which will take place in Cape Town from 10-14 October 2011. Petrie has extensive knowledge of the congress and veterinary industries and also has experience in dealing with international and corporate events.





The Directors of SAVETCON are Prof Ken Pettey, who has been chairperson of the local organising committee of the South African Veterinary Association, Prof Banie Penzhorn, Vice-chairperson of the local organising committee of the SAVA and Past-President of the SAVA and Dr Gerhard Steenkamp, Past-President of the SAVA. Although all three Directors are involved on a part-time basis, they have extensive experience in their particular field from tourism to administration.

SAVETCON is a company of the South African Veterinary Association with the SAVA as the only shareholder in SAVETCON.

CONTACT DETAILS



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