



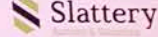
THE  
COMPREHENSIVE  
ANNUAL GUIDE  
TO HELP WITH  
FUNCTION AND  
EVENT PLANNING  
FOR YOUR  
BUSINESS

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HUNTER BUSINESS  
FUNCTION GUIDE





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 The City of  
Newcastle

## WELCOME

Welcome to the **2016 Hunter Business Function Guide**, an annual special coverage by HBR to help business people with planning and running an event in the Hunter region.

The Hunter has a growing reputation as an ideal location for business functions, with a growing number of local, Australian and overseas business people experiencing the excellent locations and services available.

One of the exceptional strengths of the Hunter is its extremely broad range of venues available, satisfying all tastes and budgets. The Hunter can readily accommodate any type of function, from small, intimate gathering, to large expos and international symposiums. The locations vary immensely, from the CBDs of major centres, to waterfront venues, vineyard experiences and rural retreats.

The Hunter also has a wide range of excellent support services to help ensure that you have a successful event. Whether you need help with just one aspect of an event or someone to take responsibility for almost the entire event, the Hunter has an experienced organisation ready to work with you.

The region is also unique in its range of accommodation, dining options and activities for delegates and visitors.

The Hunter is truly the perfect location for almost any type of business function.

### On the cover of the Guide

The 9th ICEC Welcome Reception, which was held at Newcastle Museum, hosted by the Catalysis Society of Australia and organised by Abercrombie Management.

*This photo was taken by Sharon Lesley Photography.*



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265 King Street  
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PO Box 853, Hamilton NSW 2303  
P: (02) 4925 7760 F: (02) 4925 2570

### PUBLISHER and EDITOR:

Garry Hardie  
Mob: 0414 463 125  
garry@HBRmag.com.au

### ART DIRECTOR:

Sandie Collie  
sandie@HBRmag.com.au

### CONTENT MANAGER:

Jason Duncan  
jason@HBRmag.com.au

### ADMINISTRATION ASSISTANT:

Sharyn Hungerford  
sharyn@HBRmag.com.au

### PRINTING:

NCP Printing  
Phone: (02) 4926 1300  
sales@ncp.com.au  
www.ncp.com.au

[www.HBRmag.com.au](http://www.HBRmag.com.au)

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NEWCASTLE EST. 2014



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Venues	Location	Room Capacity					Facilities	Onsite activities	Accom. rooms	See page
		Conference rooms	Max Area/M <sup>2</sup>	Cocktail	Theatre	Banquet				
Anchorage Port Stephens	Port Stephens	5	144	160	140	120	Microphone, data projector, wireless internet, conference phone.	Spa Lucca, amenities also include Pool, Galley Kitchen Restaurant and Bar.	80	16
Cardiff RSL	Cardiff	4	204	150	150	120	Microphone, data projector, wireless internet, white board, power cords and boards, tea and coffee.		N/A	8
Catalina Conference Centre	Rathmines	4	120	60	100	40	Microphones, data projector/screen, AV set up with DVD, wireless internet, large screen TV for presentations, whiteboard.	BBQ, Fire Pit, Games Room – Table Tennis, Movies, Board games, Bikes, Canoes, 10 disability friendly bathrooms, Self-cater kitchen, Commercial kitchen, Dining area (30+).	21	20
Caves Beachside	Caves Beach	2	300	300	250	180	Roaming & Lapel Microphones, Free WIFI, lecterns, data projectors & screens, portable plasma screens.	Casual Style Bistro, sports bar, cocktail lounge, kids playground, swimming pool.	51	9
Central Charlestown Leagues Club	Charlestown	3		100			Overhead projector, catering.	Cafe Central Bistro.	N/A	12
Cypress Lakes Resort	Pokolbin	16	800	800	672	530	Plenary room hire, arrival tea & coffee, morning tea, lunch and afternoon tea and a whiteboard, flipchart, internet Wi-Fi, personal conference kit for each delegate.	Sports bar, walking tracks, fitness centre, golf, spa, heated spa, tennis courts, bicycle hire, heated swimming pool.	134	7
Eaglereach Wilderness Resort	Vacy	3	1155	60	40	30	Microphone, Data projector, wireless internet, Live audio & video streaming, Breakout rooms.	Nature walks, wine tasting, yabbing, discovery buggies, shuttle bus, Tennis court, swimming pool, games pavilion, restaurant, health & massage centre, outdoor gym, lagoon for fishing & kayaks, observatory deck.	45	19
Fighter World	Williamstown	1	1200	350	200	200	Wireless internet.	Aviation Museum, viewing deck, Audio feed from control tower, Cafe.	N/A	20
Foghorn Brewhouse	Newcastle	1	400	100	80	70	Microphone, Free WiFi, data projectors.	Eat, drink, brewery tours, guided tastings, parlour games, beer dinners, comedy Nights, fortnightly trivia, jazz jams.	N/A	3
Fort Scratchley Historic Site	Newcastle	2	246	200	150	150	Wired Microphones and Lectern, Flipchart, Whiteboard and WIFI. * fees apply for additional microphones, hire of data projector unit, screen Onsite caterers – Blue Star Catering offers quality and affordable menu options for your function, whatever the catering requirements may be.	Located at the Fort Scratchley Historic Site, overlooking the entrance to Newcastle harbour, guests of a function and event at Fort Scratchley are able to explore the Fort's grounds, or even take a guided tour of the underground network of tunnels.	N/A	2
Harrigan's Irish Pub & Accommodation	Pokolbin	3	285	250	60	150	PA system & microphone, lectern, data projector & screen, WiFi, flip charts and whiteboard.	Sports bar, pub, restaurant, swimming pool, 600 metres – Hunter Valley Gardens, aqua & mini golf, picnic area with BBQ facilities, shopping village.	48	6



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Venues	Location	Room Capacity					Facilities	Onsite activities	Accom. rooms	See page
		Conference rooms	Max Area/M <sup>2</sup>	Cocktail	Theatre	Banquet				
Hunter Valley Hotel Academy	Kurri Kurri	6		250	150	150	Electronic whiteboards, wireless microphone, data projector, wireless internet, TV monitors in larger rooms; whiteboards; Lectern.	Break-out and outdoor areas for team building; Winery tour and tastings (in our on-site wine-making facility); Aboriginal Learning Circle, Licensed Cocktail Bar and Restaurant; Café; Function facilities; Outdoor bbq area.	26	8
Newcastle City Hall	Newcastle	7	385	500	820	200	Wired Microphone and Lectern, Flipchart, Whiteboard and WIFI. * fees apply for additional microphones, hire of data projector unit, screen. Onsite caterers – Blue Star Catering offer quality and affordable menu options for your function.		N/A	2
Newcastle Jockey Club	Broadmeadow	9	2240	1800	1500	750	Fully air conditioned and well-lit rooms; Wireless Internet; Data Projector and Screen; Lectern and Microphone; Whiteboard, Flip chart & Markers; Notepads & Pens; Mints & Iced Water.	In house chef & catering; break out spaces & bars; 1100+ complimentary parking spaces; disabled & easy equipment access; lawns and gardens.	N/A	11
Newcastle Museum	Newcastle	8	130	200	150	140	PA, microphone, WiFi, stage, chairs, tables (screen & data projector unit available in Theatre). D'Vine Group Catering offer quality and affordable menu options for your function.	Museum.	N/A	2
NEX Newcastle Exhibition & Convention Centre	Newcastle	4	1195	1500	1280	900	Private bar & toilets, large dance floor (298m <sup>2</sup> ), inhouse PA, artists' rooms, follow spot, projection screen, digital projectors, huge projection screens (3.5 x 15m total).		N/A	17
Quality Hotel NOAH'S On the Beach	Newcastle	8	259	300	300	200	Lectern, lectern microphone, roving microphone, Data projector, projector screen, wireless internet, whiteboard, flipchart stand.	Restaurant and cocktail bar.	91	5
South Newcastle Rugby League Club	Merewether	3	400	350	350	250	Complimentary WiFi, roving microphone, projectors, built in & portable plasma TV screens, whiteboards.	Bistro, café, bar, gaming, sports lounge, children's activity area, dedicated functions team.	N/A	10
The Business Centre	Newcastle	2	112	70	45		Data projector, Wi-Fi, whiteboards, flipcharts, lectern.		N/A	16
The Greenhouse (Pacific Dunes)	Medowie	2	218	300	200	200	Data projector, screen, pa system, wireless microphones, whiteboard, wifi.	Golf clinics & skills activities hosted by Pacific Dunes. Vast, grassed area available for hosted activities, bathrooms, Change rooms, Golf Course, Bar, Eatery, Alfresco Dining, Golf Shop, Off-street complimentary car parking.	N/A	18

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## Supporting services

The Hunter Region is blessed with a wide variety of organisations that can provide services and expertise to help make your event be a success.

Following are the service organisations that are featured in the 2016 Hunter Business Function Guide.

COMPANY	SERVICES	PAGE
<b>Abercrombie Management</b>	Event management	15
<b>D'Vine</b>	Catering Marquee Hire packages	18
<b>East Coast Xperiences</b>	Team building	4
<b>Fordtronic Video &amp; Sound</b>	Audio - visual equipment Delivery & setup Operators/Technicians Conference recording	14
<b>Grinners Catering</b>	Catering	21
<b>Treetops Newcastle</b>	Team Building	13



Harrigan's Irish Pub & Accommodation

# PLANNING

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## Organising a successful business event

Organising a successful business event is a major task that requires good planning and a copious amount of work. The disappointing aspect for the organiser is that most attendees probably have no comprehension of how much effort has been involved. Those without function organising experience often think it is just a matter of booking a venue and sending out the invitations. The organisers are often not really thought about unless there is a really big wow factor or if something major goes wrong.

Every event is different and will have its own requirements, however, the following general tips will help you to achieve a successful event:

### Getting help

There are a range of local organisations that can help with your event, from helping with one aspect to organising almost the entire event.

Even if you utilise an event planner, this does not mean that you will have no responsibilities in the planning stages. First and foremost you must have good communications with the planner and ensure both sides have a clear understanding of the type of event, its aims, its parameters and its budget. The event planner will also require input from you along the way with necessary information and options requiring a decision. These should be attended to promptly but with due consideration. In the end the job an event planner will do is largely dependent upon these interactions with the client.

### Initial planning

The first task is to clearly define what you are trying to achieve with the function. Finalise the type of event or function it will be – launch, networking session, Christmas party, exhibition, seminar, planning session etc. Next set the budget available, including both revenue streams (if applicable) and expenses. If it is a re-run of a similar earlier event, these stages will be much easier.

### Event budget

Set a budget at the start and monitor it as organisations progress. It is usually best if you can allocate some of the budget for unforeseen expenses as these often occur.





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**Date and venue**

Much care must be taken when setting the date and venue as they are not usually easy to change. When considering the date take into account public and school holidays, other major or competing events, staff and equipment availability and any other issue that may restrict the timing.

The length of the event should be estimated with some care – too little time will result in the function being rushed, too much time and the attendees are likely to be bored. Either outcome can spoil the desired outcomes.

When you are considering location you will want to keep in mind the following:

- **Room capacity** – remember to include space for speeches and presentations, traffic areas and meeting/networking space.
- **Lighting** – make sure it is suitable for each stage of the event, for example networking, dining, speeches and presentations.
- **Parking** – is there adequate parking? Will guests have to pay for parking? How far will they have to walk from the parking area to the event?
- **Electrical supply** – particularly important for exhibitions or when there is a heavy electricity need.
- **Internet access** – almost mandatory for exhibitions
- **Accommodation** – if some guests are staying overnight, is there suitable accommodation available at the venue or close-by?

**Risk management**

Create a risk management plan and ensure any appropriate insurance is in place and current. Create a contingency plan for factors outside of your direct control on the day.



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### Timeline

Prepare a project timeline with specific tasks that must be accomplished by specific dates.

These may include:

- When to announce the event
- Preparation of promotional material
- Selection of caterer and menu
- Selection of entertainment
- Selection of decorations
- Organisation of audio-visual needs
- Selection of accommodation, if needed
- Organisation of insurance or permits as required
- Preparation of a contingency plan for the event
- Organisation of transportation if necessary
- Organisation of marketing and signage, if required
- Organisation of security (if appropriate)
- Selection and confirmation of speakers
- Finalisation of program
- Confirmation of attendees
- Preparation of event material
- Preparation of name badges
- Preparation of materials to be shipped to event location
- Organising set up

### At the event

The better the planning and preparation, the better the chance that all will go smoothly on the day. Often it won't go exactly to plan, but often the attendees will be unaware. Try to stay calm, even if there are a few hiccups, and finally try to enjoy yourself.

### After the event

When the event is finished you will need to remove equipment and possibly rubbish from the venue. Depending upon the nature of the event, sponsors and participants may be thanked and possibly given a questionnaire for feedback. In the days following the event have a debrief session on the event, covering the successful aspects as well as those that could have been improved. If appropriate, a report on the event can be sent to participants and sponsors. Plans for future events can also be included.



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## Effective team building activities

Many businesses organise activities for their staff in an effort to build a more effective team, as a reward and to increase job satisfaction. If they are poorly organised, however, these activities can fail to produce these outcomes and even dampen morale if it is seen as just a work obligation.

The following tips will help you with planning your team building activities.

**Set goals and a budget.** What is the purpose? Is it to celebrate a significant business accomplishment, reward staff, let staff get to know each other better without work pressures, help staff see the "bigger picture" or some other purpose? The activity needs to be selected to meet the goals and keep within budget.

**Select an activity suitable for your whole team.** If you have less active members, it is not a great idea to organise anything too strenuous. Don't select an activity that is likely to have an extreme range in abilities. Don't let the activity be overly competitive – you can have winners if you want, but make sure that others don't feel like losers.

**Pick a convenient time.** Employees will be most receptive to an activity that is during work hours and does not interfere with their personal time. When scheduling the activity, keep your employees' schedules and personal obligations in mind. If you have employees



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with children in day care or school, make sure that the team-building day does not interfere with their pick-up schedule or require them to plan additional childcare.

**Ease work pressures.** Make sure that you reduce the employees' workload that typically gets done during the scheduled team-building time so that they do not have to work nights or weekends to get their jobs done. You may need to hire temporary staff. Take into account the downtime when setting schedules and targets.

**Consider help.** Ask possible venues for tips, what has worked before etc. You can even consider hiring an external professional to organise the whole or some of the activities.

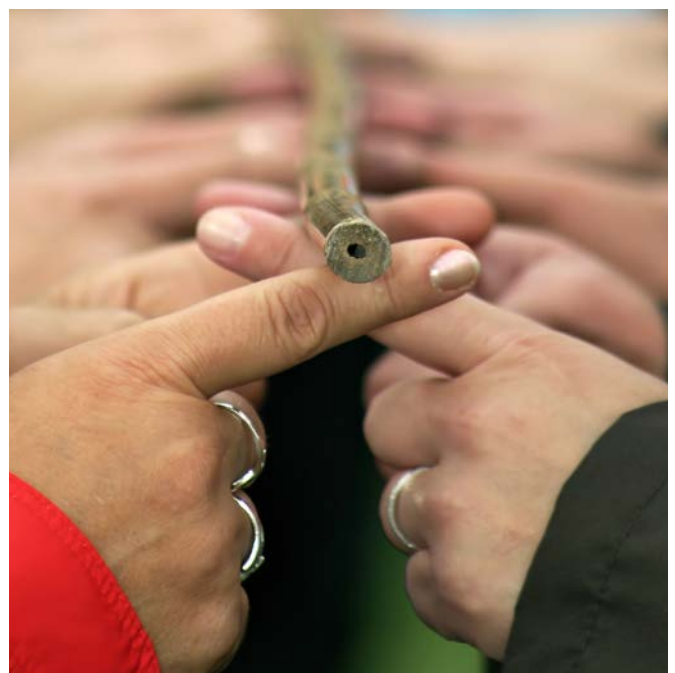
**Don't forget travel time.** You may find a great location, but staff may not be happy if they have to travel an extra hour or two each way. If you are really set on a location a little more distant, consider hiring a mini-bus and also use the travel time effectively.

**Provide food.** No one is happy if they are hungry or if finding something to eat is a chore.

**Don't be boring.** Don't bore staff with speeches or work-related talks. The best activities are those a bit different, not something many of the staff do on a regular basis. Consider special challenges.

**Encourage staff to mix.** Forget about staff hierarchy. Make all staff feel like they are on an equal footing. If you have a large number of staff consider nametags with just their first name. If the activity involves teams, try to have teams comprise of staff members that normally don't work closely.

**Get post-event feedback.** After the event, have employees provide anonymous feedback on the team building day. By knowing what your employees liked and disliked about the event, you can better plan team-building activities in the future. If you planned the day for a specific reason, evaluate the outcome after the event.





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## Hosting an international conference in Newcastle

**Cassie Mackay**  
**Abercrombie Management**

Recently, Newcastle hosted the 9th International Conference on Environmental Catalysis from 11 – 13 July 2016. The conference attracted 290 delegates and over 50 accompanying partners, of which 90% were international travellers, who were mostly first-time visitors to Australia and the Greater Hunter region. The city received an economic benefit of \$360,000 over this 3-day event.

How did Newcastle secure this conference? A Professor from the University of Newcastle first approached the Newcastle Business Events for their assistance with preparing a bid to host the conference in Newcastle. The city was up against Sydney, and this would be the first time the conference had ever visited Australia. The Newcastle Business Events Team offers a number of free services, and by the University utilising these services and relationships with local suppliers, Newcastle was successful in the bid for the conference.

Shortly after Newcastle was named the host city, the Professor contacted a number of local professional conference organisers (PCO) and appointed Abercrombie Management. The Abercrombie Management Team offers a number of services for business events including part and full conference management locally, nationally and internationally.

Based in Newcastle, the Conference Director worked closely with the University for over two years to ensure its successful delivery. Although the company organises events throughout Australasia, they love running events in Newcastle, where they can contract and work with local professionals and operators in delivering a world class business event which in turn showcases this wonderful city.

The conference was held at Newcastle City Hall and using Civic Theatre for the main plenary due to the works being completed on the City Hall site. As Newcastle's pseudo conference centre, the venue can easily accommodate a 300 pax conference with multiple concurrent sessions and space for a trade exhibition. Bluestar catering ensured the food was suitable for all cultures and the delegates couldn't stop raving about the food. Working within a construction site, the team at the venue ensured they went above and beyond to service the client and are a real asset to the venue. We can't wait to see this venue back up and running to its full capacity.

Fordtronic Video and Sound were contracted to deliver all of the AV and sound onsite. The team delivers every single time and know the venue like the back of their hand. The team is extremely professional and work directly with the presenters to ensure they have everything ready to go as required. The team can work on or offsite, and truly make delivering a conference of this scale with so many concurrent sessions (5 in total) extremely simple.

A number of social functions were held offsite including the welcome reception at Newcastle Museum, the gala dinner at Noah's on the Beach, a board meeting at Customs House, a restaurant night at multiple sites including Silo, Six Degrees and the Happy Wombat and a closing function at Queens Wharf Brewery for one last local beer. All of the venues assisted in showcasing Newcastle on an international scale.



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## International Conference on Environmental Catalysis 2016



Sharon Lesley Photography

Newcastle has a range of accommodation options and accommodation blocks were arranged by Abercrombie Management. This allowed the PCO to offer all delegates a number of special rates across the city, with the majority taking up this offer. However, a few of the delegates who had booked accommodation direct or through booking sites such as Expedia, had trouble with the accommodation not being what was represented to them online. In future, we'd suggest really pushing your delegates to recommended accommodation to ensure they enjoy their visit to Newcastle.

Abercrombie Management continues to work with the University and the Newcastle Business Events Team to bring business events to Newcastle. They are more than happy to offer free advice or assistance during the early planning stages of your event to help shape its direction. Many people believe they can deliver a business event on their own, but with the assistance of a PCO you will have peace of mind that your event will be delivered to the highest standard and without incident.

**For more information, please contact**  
[info@abercrombiemanagement.com.au](mailto:info@abercrombiemanagement.com.au)

**Cassie Mackay** has worked in the events industry for six years in Sydney and Newcastle primarily focused on marketing Newcastle as a business events destination as she spent a number of years working for the Newcastle Convention Bureau and the Newcastle Tourism Industry Group. Cassie is currently working as the Marketing Officer for Maitland City Council, along with Marketing Manager for Abercrombie Management and Façon Australia.





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## Presenting at a business function

A presentation by one or more people is the primary function of many business functions. Making a presentation that is of interest to the audience and also of value to the presenting organisation can be a difficult task. The following tips are designed to help:

- **Venue** – Ensure you have an appropriate venue. Make sure there is an appropriate sound system and other facilities that may be required, such as a data projector. The room should be comfortably large enough, but not too large or it will feel empty. Reasonably comfortable seating should be available in sufficient quantity for attendees, but not so many that most are unused. The temperature should also be comfortable.
- **Preparing the presentation** – One of the keys to a good presentation is preparation. The presentation should be kept short and to the point. Long company or personal histories may be of interest to you but are likely to bore much of the audience. Apart from very short presentations, it is often good to use a data projector where useful, but don't overdo it. Projected images should be readable by all visitors, even at the back. Projected data, video or audio are also a good way to break up the presentation and maintain audience interest. A sprinkling of humour and a human touch now and then never goes astray. If it will be a longer presentation, it is advisable to mix up the oral and electronic presentations so that each portion is easily digested by the audience. A presentation rehearsal works well for many people to ensure you are properly prepared. If there is going to be a question time then make sure that you are prepared to answer them.
- **On the day** – Arrive at the venue with plenty of time to spare and have the sound system and data projector/computer tested and ready to go. There is nothing worse for both the audience and the presenter than a presentation beginning with an equipment problem. Some people are natural born speakers, whilst others find it very difficult. When delivering the presentation try to present in a calm manner but with enthusiasm. If there is a question time then answer concisely and don't let it drag on. Inform the audience that you are also happy to talk after the presentation. If appropriate, gather forms or contact information from the audience.
- **After the presentation** – Review how the presentation went. Were there any problems or ways you could do better? If the same presentation will be used again then think of ways to improve it. If there are people to contact following the presentation, ensure it is done in a timely manner.



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Developing business by developing people

## Newcastle Exhibition and Conference Centre launched

The next big thing in Newcastle's urban transformation was unveiled on 23 July when the inner city's largest exhibition and conference facility NEX (Newcastle Exhibition and Conference Centre) opened.

The facility was launched to fanfare and celebration with the Kids with cancer charity Giggle Ball.

NEX has been developed by The Wests Group after purchasing the former Newcastle Panthers club last year. The upper level of the club has been transformed into NEX, while the ground level has become Wests City.

NEX has been designed with the flexibility to host conventions, exhibitions, entertainment weddings or events from intimate to grand. It can cater for 2,400 people in the main auditorium with more than 2500 sqm of floor space and an imposing stage. Smaller spaces will allow for more boutique events and shows to be staged in purpose-designed areas. NEX has three state-of-the-art conference and exhibition spaces complete with cutting-edge technology.

"The venue addresses the serious lack of large conferencing facilities in the Newcastle CBD area," Wests Group CEO Philip Gardner said.

"We anticipate NEX will become an unrivalled exhibition, convention and entertainment destination for world-class events right in the heart of the city."

NEX features include contemporary designs, flexible spaces and cutting-edge technology all combining to make NEX the obvious choice for touring superstars, event organisers, corporate groups and wedding planners.



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## Engaging your audience

We have all been to business functions that failed to engage the audience. They were too long or just plain boring and had attendees watching the clock or even making excuses to leave early.

When organising a business event you can fall into the trap of putting so much effort into the purpose of the event and the logistics that you forget about the most important people, the attendees – keeping them engaged and providing them with a positive experience.

Each event is different, but the following tips should be remembered when you plan an event:

- (1) **Always keep attendees in mind** – The event may well have some very serious messages to get across but to ensure the audience remains engaged you must organise the event from their point of view. This may sound blatantly obvious but is still often forgotten and must be one of the key aspects of organising.
- (2) **Make attendees feel welcome** – Upon arrival, it should be clear where attendees should go. If applicable, signs or welcoming people should direct attendees. Upon arrival at the room or location there should be people welcoming them. Light refreshments are often good at this stage.
- (3) **Run on time** – Business people are busy people. The last thing you want is to make them feel like

they are wasting time waiting for an event to commence or stressed because the event is running overtime and clashing with other activities on their schedule. Networking time at the start is often useful for some attendees but you should be upfront with the attendees about any networking time and the commencement of the more official parts of the event.

- (4) **Keep presentations short and sharp** – The reality is that most attendees to a business event are not interested in the fine details of your organisation or the same message repeated by multiple presenters. Keep speeches short and to the point, focusing on the key points, but with an open invitation for attendees to obtain additional information. It is also often well worthwhile to have some printed information available, particularly if media representatives are present. For awards ceremonies consider if every recipient really needs an acceptance speech and ensure that any acceptance speeches are short.
- (5) **Entertain attendees** – The event may well have a very serious purpose but you need to entertain the attendees. This provides them with a more positive overall experience and can keep them in a more receptive frame of mind for your

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message. Sometimes event organisers fear that entertainment may trivialise any messages they are trying to get across but properly organised entertainment can enhance attendee receptiveness and provide them with a more positive opinion of your organisation. Entertainment may take many forms, from keynote speakers to music to comedians to magicians and much more.

- (6) **Create a theme** – For major events, organisers can consider creating a theme. This will make the whole experience more enjoyable and also allow attendees to join in.
- (7) **Provide breaks** – For longer events ensure that frequent breaks are scheduled for attendees to have a refreshment, visit toilets, talk with others, check on emails or contact the office. This also helps attendees to maintain their attention levels.
- (8) **Provide attendees with a positive ending to the event** – Make sure that attendees have a positive ending to the event. Ensure they are thanked and consider a small gift if applicable. Also ensure that key members of the organisation are available to meet with attendees who wish to make personal contact or have additional queries.



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## Sustainable design features at the Greenhouse

The recently opened Greenhouse, located within The Golf & Country Club at Pacific Dunes, has been designed to be one of the most environmentally-sustainable buildings in the Port Stephens region.

The environmentally sustainable design features of the building significantly reduce energy consumption and long term operational costs of the facility. The following ESD initiatives have been incorporated into the building:

- The building air conditioning system has a geothermal heat pump system, involving the use of 80 m deep bores, that deliver an approximately 60% saving in energy use compared to conventional systems
- Pool heating and hot water for the building is also linked to the geothermal system
- A 30 kW Solar photovoltaic system linked to an onsite energy storage system is being utilised to offset building energy usage
- Energy-efficient lighting
- Increased wall and roof/ceiling insulation
- The use of high performance glazing systems
- The use of efficient fixtures and fittings to reduce water consumption.



## Further expansion for TreeTops

TreeTops Newcastle has expanded its facilities with two new levels at the kid's course area which brings the whole kids area up to four levels, and now can accommodate more children for each 2 hour session.

Some of the levels are low to the ground which are great for parents to hold the hands of their young or nervous children, where others are much higher for the brave children.



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## A conference centre with a difference

Recently opened, the Catalina Conference Centre is a multipurpose, single level facility, located on the waterfront at Rathmines on picturesque Lake Macquarie. The centre has an old world charm and is part of the historic WWII RAAF Catalina Flying Boat Base, with part of the building being the original, heritage listed, RAAF Base Hospital.

The centre contains a fully equipped conference room and smaller meeting rooms, a commercial kitchen and dining area with lake front views and accommodation for up to 50 people. With a large yard and BBQ area, and surrounded by extensive parklands and walkways, the opportunities for recreational activities and team building are almost unending. Other local activities include bowls, golf and Disc golf.

The Catalina Conference Centre provides a unique venue for:

- Business conferences and seminars
- Day and weekend programs
- Staff development
- Team building
- Offsite meetings
- Training programs / workshops

Catalina Conference Centre is operated by the charitable enterprise, Disability Life Enrichment, and has a goal of providing a venue which is equipped to meet the needs of any with a disability where they, and their families can meet with others, develop new friendships and enjoy life. The aim is to encourage social inclusion, with the facilities at the centre being purpose built to be disability friendly. The centre is working with other service providers in the area to make full use of the venue. Some of the activities include kids camps and day programs, family retreats, respite care.

As a business organisation, utilising the Catalina Conference Centre for team activities will help fund activities for those in the community with a disability. The Centre is also interested in forming additional relationships with organisations with a passion for supporting charities and making a difference to those with a disability.

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