

ELMI CERTIFICATE IN CONFERENCE AND EVENTS MANAGEMENT

Duration Part-Time:	10 Weeks	Times:	17:30-20:00
Classes:	Mon – Thurs (2 Evenings P/W)		

IS THIS FOR ME?

This short learning programme will enable you to successfully plan, manage and execute conferences and events of all sizes. You will learn how to conceptualise the marketing for your event, select the best suppliers, manage your RSVP's and the event budget.

WHAT CERTIFICATION DO I GET?

On successful completion, you will receive an ELMI Certificate in Conference and Events Management.

WHAT WILL I LEARN?

- Marketing and Budgeting for your event
- Selecting the best suppliers
- RSVP management and Invitations
- Managing the day successfully
- Take home organisers Kit

WHAT MODULES ARE COVERED?

- Introduction to Events Management
- First Meeting with the client
- Producing proposals and tenders
- Project Management
- Selecting Venues
- Marketing an event
- Managing suppliers
- Planning programmes
- Selecting a chairperson or master of ceremonies
- Managing the day
- The organisation of in-house events
- Greening events
- Risk Management
- Budgets
- RSVP Management
- Sponsorships for events
- Selecting and managing staff and volunteers
- Selecting speakers
- Event technology and staging
- Evaluations and reporting
- Managing exhibitions within events

HOW WILL I BE ASSESSED?

With completion of a portfolio of evidence (PoE) which will include class tests, assignment and practical's.

WHAT OPPORTUNITIES DOES IT OPEN FOR ME OR MY BUSINESS?

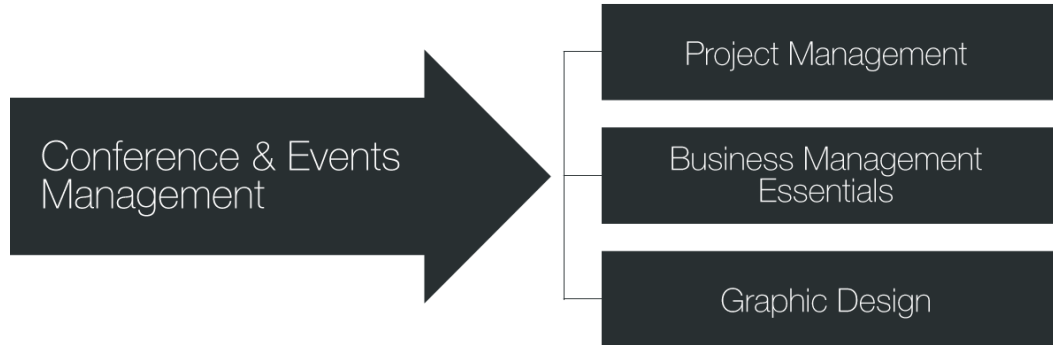
Employment opportunities include:

- Conference & Events Organiser
- Personal Assistant
- Exhibition Organiser
- Fundraising Coordinator

Business opportunities include:

- Successfully host events and conferences
- Fundraising opportunities
- Empower staff to host successful events
- Open up your own events co-ordination business

WHAT ARE MY OPTIONS IF I WANT TO STUDY FURTHER AFTER THE COURSE?



WHERE WILL THE CLASSES BE HELD?

The course will be run at our East London Campus at 231 Upper Oxford Street, Southerwood. Off-street parking is available in the evenings.



WHAT'S INCLUDED IN MY COURSE FEE

- ELMI Registration fee
- Tuition material and textbooks
- Classroom Lectures and personal mentorship
- Assignments and assessments
- Marking, moderation and verification
- ELMI Kit Bag
- Access to ELMI campus events

DISCLAIMER

The contents of this information sheet are subject to change without notice due to legislation, market requirements or any other reason. ELMI reserves the right to change the programme subject matter without notice. This information sheet forms part of your enrolment contract.