



African Bureau of Conventions

Bringing it together like ABC

What We Do:

We are a regional collaborative bidding facilitator for International conferences and events that represents all the major facilities and service providers in this region and links all the stakeholders in the value-chain in the most effective way.

Successfully bidding to host some of the many highly demanding, yet lucrative International conferences and events in our region require not only having world-class facilities and services but facilitating the right balance of what our region has to offer in the best mix and alignment with the bidder's specific requirements. Given that we compete against Europe, North America, Asia and every other region across the globe, this often requires a balance of locality, service and value for money in persuading International decision makers to choose Southern Africa and Africa as the event destination of choice for their prestige events.

It is our sincere belief that putting Southern Africa's and Africa's '*best foot forward*' in International bid submission presents our regional stakeholders the best possible hope and opportunity of winning more lucrative International business into our region than would be the case if each individual entity had to submit independent competitive bids from our region.

Our skills in interpreting International bid requirements, leveraging our strong relationships with many local professional associations and aligning these with the very best of Southern Africa's and Africa's conferencing, event facilities and services in a professional and efficient manner will make the most efficient case for attracting International Conference and Event business into our region.

Vision:

- To ensure that Southern Africa and Africa is the most compelling destination in the world.

Mission:

- To enhance the economy by marketing Southern Africa and Africa as the premier Destination for Conventions, Meetings, Events Exhibition and Leisure travel.

Goals:

- Increase the number of events, conferences and meetings held in the destination – whether a city, a region or a country.

Core objectives:

- This will be the natural starting point for anyone who wants to organise a meeting or a congress in a specific destination.
- Be a "one-stop-shop" for independent information and assistance and will give a planner unbiased and neutral advice on all aspects of hosting and organising conventions and business events within a particular geographical area.
- Offer expert services to corporate, association & independent meeting planners in order to support them in the site selection process as well as in the planning and producing successful meetings, incentives, conventions, exhibitions and events.

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www.africanbureau.co.za

Directors: Janine Meyer, Sharon Peetz
Rivanetix (PTY) LTD t/a African Bureau of Conventions • Reg. No: 2009/014486/07



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Pay-off line:

- We provide the bidding advantage for any International event.
- We offer the best value for money proposition to the International organisations seeking to run any event in this region.
- We offer the best opportunity for the local facilities and service providers to improve their 'strike-rate' in attracting International business into this region.
- The 'one-stop' destination conferencing and event facilitator for the region.

Services:

- *Primary Role*

ABC primary responsibility will be to market and sell the destination it represents, secure future meetings, congresses, exhibitions and other related business events to the destination.

- *Promotional Materials*

Promotional material for the use of the meeting planners & organisers will be sourced and given upon request.

- *Educational Trips & Site inspections*

Assistance will be given to arrange and facilitate educational trips and site visits to introduce the destination to planners along with the respective bid parties.

- *Website*

Will assist in bringing together the Planners & Travel Industry of the destination together online and provide all the necessary information and guidance the planners and organisers may need. On-line events calendar is also an important service and will contain the list and full details of upcoming conferences and events with links to the events websites (where possible)

- *Supplier Information & Quotations*

We will act as an intermediary between the planners & meetings industry of the destination. We will provide information about suppliers for meetings and incentives and introduce the planners to local suppliers. We will also assist in obtaining quotes from suppliers and comprehensive proposals from local PCO's (professional congress organisers) and DMC's (destination management companies). Online RFP (request for proposal) will be installed on the site to help find the ideal solution for the planners and organisers with the suppliers and proposals for their event.

- *Social Programmes, pre & post tours*

Offer meeting planners advice on social events and spouses programmes by providing information and recommendations on unique venues, tourist attractions, sightseeing programmes as well as creative incentive packages. Useful tips on the city and pre & post tour alternatives

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- *Assistance with congress candidature – Official bids*

Play an important role in getting support from local authorities for events/conventions. From the very beginning we will deal with the local/regional/national authorities in- order to provide the city's official, financial and administrative support, which ranges from support letters, permitting the use of city halls and unique venues at no or minimum cost, assisting in the promotion of an event with banners and boards around the city etc. Some cities may even sponsor welcome receptions or provide some form of financial compensation. We will support the congress candidature process by compiling and submitting the official bid document for the city and or destination, providing promotional material, assisting with presentations, coordinating the support of local authorities and coordinating site inspections.

- *Tentative Bookings*

We will make tentative reservations of conference venues & hotel rooms to ensure that the necessary availability during the bidding and negotiation process.

- *Delegate Boosting*

After a bid is won, we will give assistance where required with collateral etc in order to promote the destination and city with delegate boosting activities.

- *Other services (Depending on the size of the congress/event)*

Assistance in obtaining pre-financing and/or guarantee funds to Associations/Organisers.

Reservations of tours.

Assisting in finding financial support where appropriate.

Hospitality/information desk during the congress

For more information:

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