



THE UNIVERSITY OF  
**AUCKLAND**  
Te Whare Wānanga o Tāmaki Makaurau  
NEW ZEALAND

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# Event Services

*“Quality services to enhance,  
support and serve the  
University community”.*

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# Event Management Services



The team at Event Services provides comprehensive event planning and consultation. We take pride in delivering professional, well organised events.

The Event Management team are supported by technical and logistical crews, in order to offer you an end-to-end service at a cost effective price.

## Event management services



Project management



Catering



Financial management



Audio and visual services



Registration services



Facilities management



Marketing and social media



Health and safety



Theming and design



Logistics



Event merchandise



On-site management

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# Conference Management Services

A successful conference is the result of a major investment of time and sound planning. We have extensive experience in this area, having managed conferences from 50 to 1,000 delegates. We pride ourselves on our thorough planning, and a friendly and proactive approach - offering a rewarding experience for you and your delegates.

With the right structural support and the latest technologies available to us, we can enhance the quality of conferences and facilitate an environment that allows you to better engage with your audience.

Our aim is to allow you to enjoy the conference knowing a team of professionals will be handling all key aspects of the event.

If you need to bid for your conference, we work collaboratively with the Auckland Convention Bureau and Tourism NZ to support you through the bidding process by carrying out financial feasibility studies, sourcing appropriate venues and producing bid documents and presentations.

## Conferences bids



Financial feasibility study



Bid documentation

## Conference delivery



Project management



Social programme



Financial management



Facilities management



Marketing and communications



Conference collateral



Delegate services



On-site management



Abstract and paper management



Speaker management

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# Who we are

Event Services is a central service set up to enable the delivery of events and conferences held at the University of Auckland. Our team provide a complete solution to event and conference delivery to internal faculties, departments, service divisions and students.

Our team of innovative and proactive event managers will help you realise your event or conference vision. Utilising the latest tools and technology available in the industry, your dedicated event manager will be with you from the beginning to end to ensure your event runs smoothly.



**Event Services Manager**  
Christine McGonigal



**Event Operations Manager**  
Stephanie Szmurlo



**Relationship Manager**  
Morgan Harnett



**Delegate Services Manager**  
Samantha Barrett



**Conference Manager**  
Amy Edwards



**Conference Manager**  
Kylie Watkins



**Conference Manager**  
Alex Harvey



**Conference Manager**  
Melissa Burnett



**Conference Manager**  
Camille Rees



**Event and Protocol Manager**  
Rhiannon Dreadon



**Event Administrator**  
Tahnee Vo

# Examples and Testimonials



## A sample of events

### **NZ Geothermal Workshop (annual)**

250pax  
2018 - Taupo  
2017 - Rotorua  
2016 - University of Auckland  
2015 - Taupo  
2014 - University of Auckland

### **MaD For the Future 2017**

175pax  
Viaduct Events Centre, Auckland

### **International Indigenous**

Research Conference (biennial)  
500pax  
University of Auckland

### **ASPIRE Professional Staff Conference (annual)**

500pax  
University of Auckland

### **Asian Crystallographic Association Conference (AsCA) 2018**

460pax  
University of Auckland

### **The 48th International Conference on Computers & Industrial Engineering (CIE48) 2018**

320pax  
University of Auckland

### **International Conference on Metal-Organic Frameworks and Open Framework Compounds (MOF-18) 2018**

600pax  
University of Auckland

### **NZ and Australia Archaeological Conference 2018**

2500pax  
University of Auckland

“ Our assigned conference manager seamlessly delivered top notch event management of MaD2018, our second national event. She was also involved with our inaugural event, MaD2017, and having that continuity is great. Our conference manager was super easy to work with, friendly, efficient and understands our national stakeholders - especially our conference committee which has representation from most NZ universities.

- MaD 2018

“ The event was extremely well organised. Not a single piece of the puzzle was forgotten and it was a huge relief to know that the event services team can provide a service to all the university divisions because doing it by myself would be a nightmare!

- Toboggan Run 2016

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# CONTACT US

## **Event Services, University of Auckland**

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Auckland 1010

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