



**CATAPULT**

# BSBADM503

Plan and manage conferences

## Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBADM503.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**<https://catapultlearning.com.au/product/BSBADM503/>**

# Trainer/assessor guide

## BSBADM503

### Plan and manage conferences

#### Welcome to this unit of study

This unit describes the skills and knowledge required to plan, promote and coordinate conferences, ensuring follow-up procedures are incorporated.

It applies to individuals employed in a range of work environments who are required to plan and manage conferences. They may work as senior administrative staff, or may be other individuals who have been delegated responsibility for planning and managing a conference.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

About this trainer/assessor guide .....	4
Learning resource.....	5
Topic 1: Plan conference .....	5
Confirm required outcomes.....	5
Conference facilities .....	9
Identify speakers.....	15
Draft conference program .....	16
Invite speakers .....	20
Identify target group .....	22
Administration requirements.....	24
Check your understanding .....	35
Topic 2: Promote conference.....	37
Promotion strategies.....	37
Publicity material .....	40
Check your understanding .....	45
Topic 3: Organise conference .....	47
Conference arrangements.....	47
Record acceptances.....	50
Participants' needs.....	52
Prepare conference papers.....	54
Pre conference information .....	55
Check your understanding .....	57
Topic 4: Coordinate conference proceedings.....	59
Conference facilities .....	59
Register participants.....	62
Communicate changes to published program .....	63
Contingency arrangements .....	64
Speakers' schedules .....	66
Manage administration.....	68
Check your understanding .....	69
Topic 5: Follow up conference proceedings.....	71
Follow up conference outcomes.....	71
Prepare conference papers for publication .....	73
Post-conference correspondence.....	74
Receipts and payments.....	76
Check your understanding .....	77
Assessment workbook .....	79
Unit information .....	81
What is competency-based assessment?.....	82
How will my competency be assessed?.....	83
Assessment agreement.....	84
Foundation skills checklist.....	85

<b>Skills recognition</b> .....	<b>86</b>
Topic 1: Plan conference .....	87
Topic 2: Promote conference.....	88
Topic 3: Organise conference .....	89
Topic 4: Coordinate conference proceedings.....	90
Topic 5: Follow up conference proceedings.....	91
<b>Knowledge questions</b> .....	<b>92</b>
Topic 1: Plan conference .....	93
Topic 2: Promote conference.....	102
Topic 3: Organise conference .....	105
Topic 4: Coordinate conference proceedings.....	110
Topic 5: Follow up conference proceedings.....	116
Topic 6: Specific knowledge evidence.....	120
<b>Performance tasks</b> .....	<b>122</b>
Third party evidence collection agreement .....	123
Topic 1: Plan conference .....	124
Topic 2: Promote conference.....	126
Topic 3: Organise conference .....	127
Topic 4: Coordinate conference proceedings.....	128
Topic 5: Follow up conference proceedings.....	129
<b>Completion record</b> .....	<b>130</b>
<b>Unit mapping</b> .....	<b>131</b>
<b>Trainer/ assessor user instructions</b> .....	<b>134</b>

# About this trainer/assessor guide

---

## Learning resource

---

The learning resource is divided into the following topics:

- » Plan conference
- » Promote conference
- » Organise conference
- » Coordinate conference proceedings
- » Follow up conference proceedings

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

---

## Assessment workbook

---

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

---

## Disclaimer

---

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

---