



**PROJECT AND PROGRAM MANAGEMENT SYMPOSIUM**  
» **Better Management** » **Better Projects**

## Partnership and Exhibition Prospectus



Now  
celebrating  
its 11<sup>th</sup> year

# PGCS Project and Program Management Symposium 2023

**Hybrid Event**

**Canberra, ACT**

**22 - 24 August 2023**

**[www.pgcsymposium.org.au](http://www.pgcsymposium.org.au)**

# Partnering Opportunities with PGCS

The PGCS Project and Program Management Symposium (PGCS) is a not for profit organisation that has developed a world-class symposium focused on the interlinked themes of project, program and portfolio management, governance and controls.

The primary objective of PGCS is to facilitate the exchange of knowledge and ideas leading to improved portfolio, program and project management in Australia and the region. We achieve this by:

- Bringing together the interdependent strands of effective management, governance and controls;
- Asking the questions around what makes effective governance and controls; and
- Looking at how these elements support each other to the overall benefit of improved portfolio, program and project management.

Now in its 11<sup>th</sup> year, the symposium is the flagship event in the overall 'Program Governance and Controls' program of activities and is the only Australasian symposium dedicated to promoting project performance management, focusing on the disciplines of project control and program, portfolio and project governance. In the last 2 years we have seen a participation increase by over 200% in our ongoing activities which have the ability to reach large audiences and a virtual world.

Our valued partners are integral to the success of our ability to support continued improvement in portfolio, program and project management, governance and controls. Feedback from the PGCS Community is that PGCS is key to shaping and influencing Portfolio, Program and Project Management in Australia and the region.

## What is a hybrid symposium?

A hybrid symposium combines a "live" in-person event with a "virtual" online component.

## Why a hybrid symposium?

Our experience across the last 2 years has shown that our audience is increasingly embracing virtual attendance at symposiums to minimise the need to travel in a COVID affected world, while others who are able still prefer physical attendance and the opportunity to network in person. By taking PGCS to a hybrid model, we are better able to meet the needs of the PGCS community and ensure that we do so in an inclusive way.

## How will the hybrid symposium work?

Delegates will have the option of attending the symposium in Canberra or participating virtually.

Face-to-face delegates will have access to all of the content live at the venue as well as the virtual content on demand.

Virtual delegates will have access to and be able to participate in the live plenary sessions, and view the content on demand.

## Industries Represented

<p><b>Commonwealth, State and Local Government Representatives</b></p>	<ul style="list-style-type: none"> <li>▪ Defence including Army, Navy, Air Force, and the Capability Acquisition &amp; Sustainment Group.</li> <li>▪ Human Services.</li> <li>▪ Social Services.</li> <li>▪ Health and Ageing.</li> <li>▪ Finance.</li> <li>▪ Australian Taxation Office.</li> </ul>	<p>Representatives are likely to include:</p> <ul style="list-style-type: none"> <li>▪ SES and executive level officers that manage major projects, or portfolios of projects</li> <li>▪ senior project staff (executive level officers) that run functional areas in major projects</li> <li>▪ project support staff that provide specialist “project management” skills and functions</li> <li>▪ staff that manage small and medium sized projects (federal, state and local government).</li> </ul> <p>The project areas include information technology projects, physical infrastructure projects and a wide range of defence related acquisition and sustainment activities.</p>
<p><b>Private Sector Companies</b></p>	<p>Large international/national companies (Telstra, Optus, Lend Lease, Defence suppliers etc).</p> <p>Small to medium sized enterprises.</p>	<p>Representatives are likely to include:</p> <ul style="list-style-type: none"> <li>▪ senior line managers with project responsibilities</li> <li>▪ PMO staff with specialist skills</li> <li>▪ principals from small and medium enterprises.</li> </ul> <p>The private sector attendees are typically people who make project decisions or are key influencers who report to the C level executives that drive corporate direction.</p>
<p><b>Private Sector Consultants</b></p>		<p>The audience will also include private sector consultants that provide specialist project management services and support.</p>

## Anticipated 2023 Turn Out

PGCS 2022 hosted 400+ delegates over the three-day event with physical attendance up 20% on the previous year. Below are the anticipated numbers for 2023.

- Capacity to host 200+ attendees LIVE
- Capacity to host over 1500 attendees in a VIRTUAL environment

## Symposium Program

The symposium program includes:

**Stream 1: Delivering Complex Projects and Programs** – Successfully delivering any major project is difficult and crafting success requires organisational capability, great teamwork, and a slice of luck. This stream focuses on the core requirements needed to manage the systemic difficulties and complexity of delivering major defence, infrastructure, engineering and business projects. Presentations will combine practical learnings from case studies, with leading-edge ideas on ways to enhance organisational effectiveness to deliver real benefits.

**Stream 2: Controlling Projects and Programs** – Presented in association with the International Cost Estimating and Analysis Association (ICEAA) and the Project Controls Expo, this stream focuses on the tools and techniques needed to manage risk, and to plan and control projects of all types and sizes in an uncertain environment. Agile delivery options are creating new challenges and shifting paradigms, this stream will compare and contrast techniques that add value to both traditional and adaptive delivery options.

**Stream 3: Governance and Stakeholders** – This stream will look at the challenges of building organisations that are prepared to proactively engage with the evolving dynamics of successful project delivery. Expectations of flexibility, adaptability, agility, and self-management are forcing change on the older concepts of formal contracts and rigorous control and reporting systems. Organisations that adapt to the new environment best will be the ones that deliver successful projects in the years ahead. Good governance is good business and good information remains the key to good management; the challenge is evolving organisational structures and processes to excel in the changing environment of a COVID-normal world.

## Presentations

Keynote speakers will present live at the venue and plenary sessions will be broadcast through the virtual platform, enabling virtual and face-to-face delegates to ask questions directly to the keynote speakers. Plenary sessions will also be recorded and made available on demand through the virtual portal.

Abstract presenters that have been accepted for a face-to-face presentation will present live at the venue. Concurrent session content will be released at the same time as the live version. Abstract presenters that have been accepted for a virtual only presentation will provide a pre-recorded presentation to be made available on demand in the virtual portal.

The virtual portal will be available to registered delegates for an extended time following the symposium dates, to catch up on any presentations they have missed.

## Promotion

The symposium will be advertised extensively throughout Australasia to key market segments.

Promotion will include:

- direct email to an extensive database – distribution of the symposium announcements and registration brochure
- e-marketing to an extensive database – regular email blasts promoting program updates, key dates and featured speakers
- the PGCS 2023 website – partners will be acknowledged on the symposium website
- LinkedIn too!

## Benefits to your Company by Partnering with the Symposium

- Opportunity to develop your contacts.
- Exposure to an interested, relevant and influential audience before, during and after the event.
- Networking opportunities during the event with decision makers.
- Recognition of your organisation's efforts in promoting skills and knowledge to other markets through technology, knowledge transfer, training and sustainable local industry development.
- Recognition as a supporter of increasing project management professionalism and partnerships. The opportunity to provide your promotional literature to a project control and governance audience.
- Access to all symposium sessions which will increase networking opportunities whilst providing valuable industry education and updates.

# Hybrid Partnership and Exhibition Packages

	Gold	Silver	Bronze	Trade Exhibitor	Virtual Exhibitor	Masterclass Partner	Session Partner
	\$12,000	\$6,000	\$3,000	\$2,500	\$1,000	\$2,500	\$1,000
Partner acknowledgement at opening and closing plenary session	✓						
Logo on symposium signage	✓						
Opportunity to display corporate signage during approved session	✓					✓	✓
* Presentation slot – Opportunity to present a case study as part of PGCS 2023 (30-minute presentation)	✓						
One (1) ad in the symposium program handbook	Full page	½ Page	¼ page				
Logo on main symposium slide in each room	✓	✓	✓				
Logo on virtual platform	✓	✓	✓				
Logo on symposium website	✓	✓	✓	✓	✓	✓	✓
Delegate list provided (in accordance with Privacy Legislation)	✓	✓	✓	✓	✓	✓	✓
Complimentary full symposium registration	6	4	2				1
Complimentary Virtual Symposium registrations	6	4	2				
Complimentary Masterclass registrations						1	
Exhibitor listing in symposium program handbook / Virtual platform (dependent on package chosen)	✓	✓		✓	✓		
Exhibitor registration	4	2		2			
***Virtual Exhibition registrations	2	2		2	2		
**Exhibition table(s) (2m x 1m)	2	1		1			
Virtual exhibition booth in virtual exhibition hall	1	1		1	1		
Digital flyers in the virtual exhibitor portal	4	2		2	2		
2-minute promotional video in the virtual exhibitor portal	2	1		1	1		

\* Subject to meeting a prescribed criterion and program availability when booking partnership

\*\* Furniture includes table, 2 x chairs and table cloth

\*\*\* Virtual exhibitor registrations include access to the exhibition only, and do not include attendance of symposium sessions.

## Gold Partner (Maximum 3)

AUD \$12,000

### Be acknowledged

- Gold Partner acknowledgment.
- Specific acknowledgment of your role as the symposium Gold Partner at opening and closing plenary sessions.

### Be promoted

- Branding recognition as the Gold Partner in all symposium promotional material including symposium communications, on the symposium website, in the virtual symposium and exhibition portal and the handbook.
- 1 x banner displayed on stage during the partnered plenary session (subject to approval).
- 1 x digital banner in the virtual symposium portal (finished artwork to be supplied).
- 1 x full page colour advertisement in a prominent position in the official handbook (finished artwork to be supplied).
- Company logo, contact details and profile in the symposium handbook.
- Company logo, contact details and profile on the symposium website.

### Attend

- 6 x full symposium registrations.
- 6 x virtual symposium registrations.
- 4 x exhibition only registrations.
- 2 x virtual exhibition only registrations.

NB: face to face and virtual exhibitor registrations include access to the exhibition, either face to face or virtual only, and do not include attendance of symposium sessions.

### Connect to delegates

- 2 x premium 2m x 1m exhibition tables in a prominent position in the catering area (subject to availability).
- A virtual exhibition booth in the virtual exhibition hall.
- One on one meetings with delegates in the virtual exhibition hall.
- Opportunity to have 4 digital flyers in the virtual exhibitor portal, promoting your organisation.
- Opportunity to have 2 x 2-minute videos in the virtual exhibitor portal, promoting your organisation (content subject to approval).

## Silver Partner (Maximum 4)

AUD \$6,000

### Be acknowledged

- Silver Partner acknowledgment.

### Be promoted

- Branding recognition as the Silver Partner in all symposium promotional material including symposium communications, on the symposium website, in the virtual symposium and exhibition portal and the handbook.
- 1 x half page colour advertisement in a prominent position in the official handbook (finished artwork to be supplied).
- Company logo, contact details and profile in the symposium handbook.
- Company logo, contact details and profile on the symposium website.

## Attend

- 4 x full symposium registrations.
- 4 x virtual symposium registrations.
- 2 x exhibition only registrations.
- 2 x virtual exhibition only registrations.

NB: face to face and virtual exhibitor registrations include access to the exhibition, either face to face for virtual only, and do not include attendance of symposium sessions.

## Connect to delegates

- 1 x premium 2mx1m exhibition table in a prominent position in the catering area (subject to availability).
- A virtual exhibition booth in the virtual exhibition hall.
- One on one meetings with delegates in the virtual exhibition hall.
- Opportunity to have 2 digital flyers in the virtual exhibitor portal, promoting your organisation.
- Opportunity to have a 2-minute video in the virtual exhibitor portal, promoting your organisation (content subject to approval).

## Bronze Partner (Multiple)

**AUD \$3,000**

### Be acknowledged

- Bronze Partner acknowledgment.

### Be promoted

- Branding recognition as the Bronze Partner in all symposium promotional material including symposium communications, on the symposium website, in the virtual symposium and exhibition portal and the handbook.
- Company logo, contact details and profile in the symposium handbook.
- Company logo, contact details and profile on the symposium website.

## Attend

- 2 x full symposium registrations.
- 2 x virtual symposium registrations.



## NEW for 2023

### Masterclass Partner (Maximum 3)

AUD \$5,500

#### Be acknowledged

- Masterclass Partner

#### Be promoted

- Opportunity to display corporate signage during approved session.
- Branding recognition as a Masterclass Partner in all symposium promotional material including symposium communications, on the symposium website and the handbook.
- Company logo, contact details and website link in the symposium handbook.
- Company logo, contact details and website link on the symposium website.

#### Attend

- 1 x masterclass registration.

### Session Partner (Multiple)

AUD \$2,200

#### Be acknowledged

- Session Partner

#### Be promoted

- Opportunity to display corporate signage during agreed upon sessions.
- Branding recognition as a Session Partner in all symposium promotional material including symposium communications, on the symposium website and the handbook.
- Company logo, contact details and website link in the symposium handbook.
- Company logo, contact details and website link on the symposium website.

#### Attend

- 1 x full symposium registration.



# Additional Partnering Opportunities

## Name badge and lanyard (exclusive)

AUD \$3,300

### Be acknowledged

- Your organisation's name and logo will be printed (one colour) on all name badges.
- Partner is able to provide branded lanyards at their expense.
- Logo displayed on the symposium website.

## Handbook advertising (multiple)

AUD \$800 – AUD \$1,100

- ½ page (\$800) or Full page (AUD\$1,100.00) ad in the symposium program.

## Individual packages

The above traditional partnership arrangements/packages may not cater for your specific needs. Please contact Consec – Conference and Event Management to discuss a more personalised package in that case.

Telephone: +61 2 6252 1200

Email: [pgcs@consec.com.au](mailto:pgcs@consec.com.au)

Please note: The production of banners and any promotional material is the responsibility of the partner.

Prime position will be dependent on availability in the floor plan when the application is received.

# Why Exhibit?

Exhibiting, whether face to face or virtually, provides your organisation with access to delegates representing the leaders in their fields who are in the mindset to learn and explore new options.

As an exhibitor you will be:

- Highly visible at the PGCS 2023;
- Surrounded by extensive networking opportunities;
- Provided with the opportunity to showcase your products and services.

The PGCS team will work closely with you to ensure that your organisation selects the appropriate booth type and generates the best possible outcomes from the symposium.

## Trade Exhibitor

**AUD \$2,500**

### Be acknowledged

- Exhibitor acknowledgment.

### Be promoted

- Exhibitor listing in the symposium handbook.
- Exhibitor listing in the virtual exhibition area.
- Company logo, contact details and profile on the symposium website.

### Attend

- 2 x exhibition only registrations.
- 2 x virtual exhibition only registrations.

NB: face to face and virtual exhibitor registrations include access to the exhibition, either face to face for virtual only, and do not include attendance of symposium sessions.

### Connect to delegates

- 1 x premium 2mx1m exhibition table in a prominent position in the catering area (subject to availability).
- A virtual exhibition booth in the virtual exhibition hall.
- One on one meetings with delegates in the virtual exhibition hall.
- Opportunity to have 2 digital flyers in the virtual exhibition hall, promoting your organisation.
- Opportunity to have a 2-minute video in the virtual exhibition hall, promoting your organisation (content subject to approval).

## Virtual Exhibitor

**AUD \$1,000**

### Be acknowledged

- Exhibitor acknowledgment.

### Be promoted

- Exhibitor listing in the symposium handbook.
- Exhibitor listing in the virtual exhibition area.
- Company logo, contact details and profile on the symposium website.

## Attend

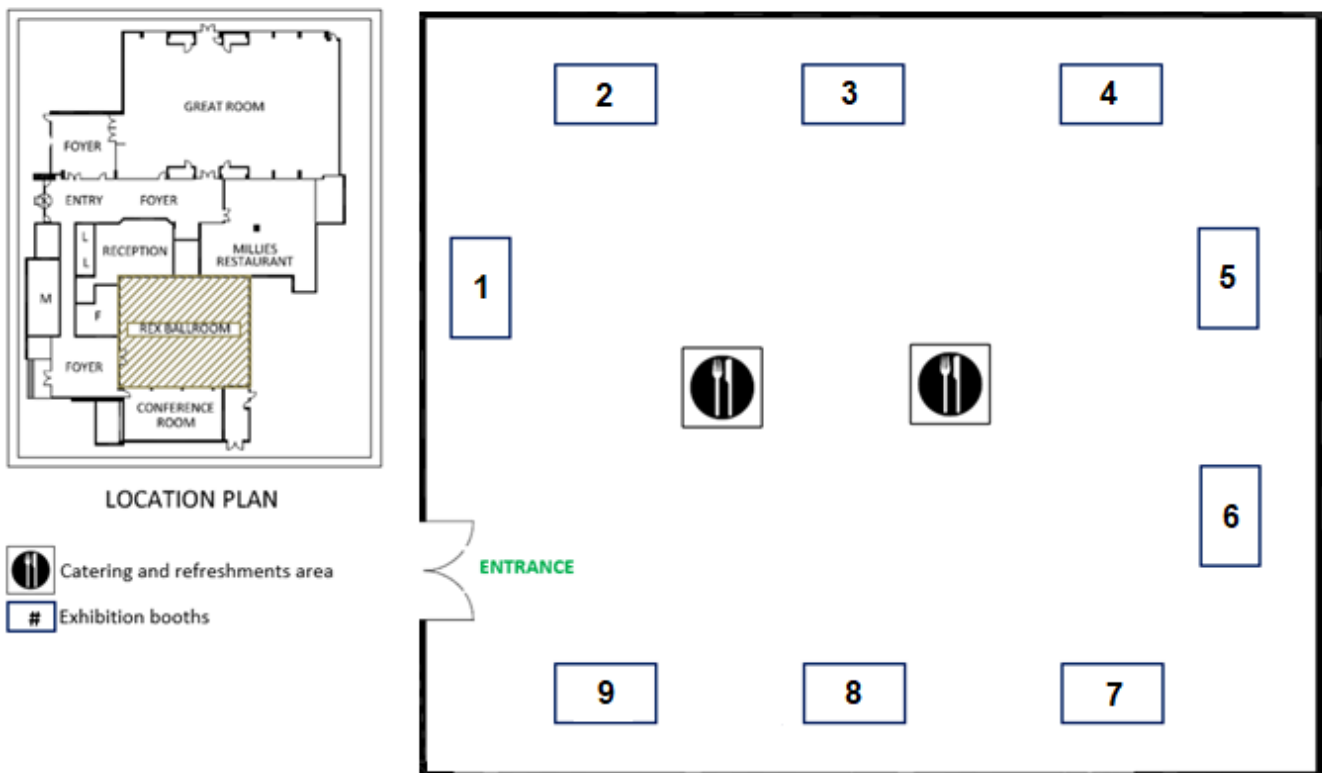
- 2 x virtual exhibition only registrations.

NB: face to face and virtual exhibitor registrations include access to the exhibition, either face to face for virtual only, and do not include attendance of symposium sessions.

## Connect to delegates

- A virtual exhibition booth in the virtual exhibition hall.
- One on one meetings with delegates in the virtual exhibition hall.
- Opportunity to have 2 digital flyers in the virtual exhibition hall, promoting your organisation.
- Opportunity to have a 2-minute video in the virtual exhibition hall, promoting your organisation (content subject to approval).

# PGCS 2023 Trade Floor Plan



*The provisional floor plan may be amended once exhibitors are confirmed or at the symposium organising committee's discretion. Should the exhibition floor plan require expansion, retraction or re-arranging, Consec – Conference and Event Management has the right to make the necessary changes without notice.*

# How to Book and Payment Deadlines

## Trade Exhibition

Early booking is necessary, as space is limited and exhibition trade tables will be allocated strictly in order of the date the deposit payment and application to exhibit form is received. In order to confirm your exhibition space, we will require the Application to Exhibit Form and fifty per cent (50%) deposit payment to be forwarded by return mail. The balance payment will be required by **Monday 15 May 2023**.

## Partnership

In order to confirm your partnership booking, we will require the Application to Partner form and fifty percent (50%) deposit payment to be forwarded by return mail. The balance payment will be required by **Monday 15 May 2023**.



## Consec – Conference and Event Management

PO Box 3127

BDC ACT Australia 2617

T: + 61 2 6252 1200

E: [pgcs@consec.com.au](mailto:pgcs@consec.com.au)

W: [www.pgcsymposium.org.au](http://www.pgcsymposium.org.au)

**Director**

Barry Neame *CEM*

**Project Manager**

Abby Masters *CEM*

**Assistant Project Manager**

## Application to Exhibit

Please complete this form and return with payment to [pgcs@consec.com.au](mailto:pgcs@consec.com.au)

Contact name \_\_\_\_\_

Company/organisation \_\_\_\_\_

Address \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Please select your preferred option:

**Trade Exhibitor (\$2,500.00)**

**Virtual Exhibitor (\$1,000.00)**

### Area Position (Trade Exhibitors Only)

Number of trade tables required \_\_\_\_\_

I/we prefer trade table position/s as indicated on the enclosed floor plan in order of preference:

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Please tick:

Notwithstanding any email or verbal communication, I/we understand that trade tables will be allocated strictly in order of receipt of applications and deposit monies and that the Professional Conference Organiser's decision will be final. Should the exhibition floor plan require expansion or retraction, the organisers have the right to make the necessary changes.

### Cancellation Policy

In the event of the withdrawal of an exhibition trade table booking, Consec – Conference and Event Management should be notified in writing as soon as possible.

Please note that a refund of fees paid/invoiced (less a cancellation fee of 50% of the value) will be made to an exhibitor cancelling before or on **Monday 15 May 2023**. No refunds will be made after that date and any outstanding money on your invoice will still need to be paid.

**We accept the terms and conditions as outlined in this Partnership and Exhibition Prospectus and hereby enclose our payment for AUD \$ \_\_\_\_\_ (incl GST).**

\*Please note: all payments made by credit card will attract a 3% processing fee.

Signed \_\_\_\_\_ Date \_\_\_\_\_ (on behalf of the exhibitor listed above)

### Total Amount Payable

Trade Exhibitors: AUD\$2,500.00 (incl GST) per 2m x 1m space (including table + power)

Virtual Exhibitors: AUD\$1,000.00 (incl GST) per virtual exhibition booth in the virtual exhibition

**See last page for payment details**

**Deposit Deadline: 50% with booking**

**Balance Deadline: Monday 15 May 2023**

# Terms and Conditions

## Exhibition

- In the event of the withdrawal of an exhibition trade table booking, Consec – Conference and Event Management should be notified in writing as soon as possible. Please note that a refund of fees paid (less a cancellation fee of 50% of the value) will be made to an exhibitor cancelling before or on **Monday 15 May 2023**. No refunds will be made after that date.
- Exhibition trade tables will be allocated strictly in order of receipt of applications and deposit monies and Consec – Conference and Event Management’s decision will be final.
- Should the exhibition floor plan require expansion, retraction or re-arranging, Consec – Conference and Event Management have the right to make the necessary changes without notice.
- **Exhibitors will not be permitted to move in or be listed in the symposium handbook until full payment has been received.**
- The PCGS Project and Program Management Symposium 2023 (PGCS) and Consec – Conference and Event Management will not be liable for injuries to any person or damages to property owned or controlled by exhibitors. Regarding claims for damages or injuries that may arise from or be in any way connected with exhibitor occupation or display space, the exhibitor agrees to defend indemnity and hold the Organising Committee harmless against all such claims. The exhibitor agrees to insure itself at its own expense against property loss or damage and for public liability or personal injury and liability for property damage.
- Exhibitors are strongly advised to insure goods during transit and while on display, against damage/loss, however caused, as well as public liability. In addition, the exhibitor acknowledges that PGCS 2023 and Consec – Conference and Event Management do not maintain insurance covering exhibitor’s property and that it is the sole responsibility of the exhibitor to obtain public liability, business interruption and property damage insurance covering such loss by an exhibitor.
- **All exhibitors must have a current public liability insurance cover for their exhibition trade table.**
- **Exhibitors may be required to submit their public liability insurance certificate along with their booking form.**
- Partners and exhibitors are not permitted to attend symposium sessions or social events, unless the applicable tickets are offered as part of the partner or exhibitor package. Should partners or exhibitors wish to attend the symposium as a delegate, the applicable registration form must be completed and forwarded together with payment to Consec – Conference and Event Management.
- Participants shall be regarded in every aspect as carrying their own risk for injury to person or property, including baggage, during the symposium. We strongly recommend that at the time of booking you take out a travel insurance policy of your choice. The policy taken should include the loss of deposit through cancellation, medical insurance, loss or damage to personal property, financial loss incurred through disruption due to strikes or other industrial action. Consec – Conference and Event Management are in no way responsible for any claims concerning insurance.
- Due to the privacy legislation, Consec – Conference and Event Management cannot guarantee the inclusion of ALL participants’ names and contact details on the delegates list.



## Application to Partner

Please complete this form and return with payment to [pgcs@consec.com.au](mailto:pgcs@consec.com.au)

Contact name \_\_\_\_\_

Company/organisation \_\_\_\_\_

Address \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

### Partnership Package Preferences

I/we would like to take up the following partnership package/s:

1<sup>st</sup> \_\_\_\_\_ Total Cost \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_ Total Cost \_\_\_\_\_

Please tick:

Notwithstanding any email or verbal communication, I/we understand that partnership will be allocated strictly in order of receipt of applications and deposit monies and that the Professional Conference Organiser's decision will be final. Should the exhibition floor plan require expansion or retraction, the organisers have the right to make the necessary changes.

### Cancellation Policy

In the event of the withdrawal of a partnership booking, Consec – Conference and Event Management should be notified in writing as soon as possible.

Please note that a refund of fees paid/invoiced (less a cancellation fee of 50% of the value) will be made to any partner cancelling before or on **Monday 15 May 2023**. No refunds will be made after that date and any outstanding money on your invoice will still need to be paid.

**We accept the terms and conditions as outlined in this Partnership and Exhibition Prospectus and hereby enclose our payment for AUD\$\_\_\_\_\_ (incl GST).**

\*Please note: all payments made by credit card will attract a 3% processing fee.

Signed \_\_\_\_\_ Date \_\_\_\_\_ (on behalf of the exhibitor listed above)

**See last page for payment details**

**Deposit Deadline: 50% with booking**

**Balance Deadline: Friday 9 June 2023**

**Please note:**

*Acknowledgement on the website and in the handbook is subject to partnership confirmation prior to deadlines. The production of banners and any promotional materials is the responsibility of the partner. Prime position will be dependent on availability in the floor plan when applying.*

\* Consec – Conference and Event Management as agent for PGCS 2023

# Terms and Conditions

## Partnership

- In the event of the withdrawal of a partnership booking, Consec – Conference and Event Management should be notified in writing as soon as possible. Please note that a refund of fees paid (less a cancellation fee of 50% of the value) will be made to a partner cancelling before or on **Monday 15 May 2023. No refunds will be made after that date.**
- Your requested type of partnership may have a limited number of partners as specified in the proposal, so therefore preference will be determined in order of receipt of the signed agreement and deposit.
- Partners and exhibitors are not permitted to attend symposium sessions or social events, unless the applicable tickets are offered as part of the partner or exhibitor package. Should partners or exhibitors wish to attend the symposium as a delegate, the applicable registration form must be completed and forwarded together with payment to Consec – Conference and Event Management.
- In the event of the withdrawal of an exhibition trade table booking, Consec – Conference and Event Management should be notified in writing as soon as possible. Please note that a refund of fees paid (less a cancellation fee of 50% of the value) will be made to an exhibitor cancelling before or on **Monday 15 May 2023. No refunds will be made after that date.**
- Exhibition trade tables will be allocated strictly in order of receipt of applications and deposit monies and Consec – Conference and Event Management's decision will be final.
- Should the exhibition floor plan require expansion, retraction or re-arranging, Consec – Conference and Event Management have the right to make the necessary changes without notice.
- **Exhibitors will not be permitted to move in or be listed in the symposium handbook until full payment has been received.**
- The PCGS Project and Program Management Symposium 2023 (PGCS) and Consec – Conference and Event Management will not be liable for injuries to any person or damages to property owned or controlled by exhibitors. Regarding claims for damages or injuries that may arise from or be in any way connected with exhibitor occupation or display space, the exhibitor agrees to defend indemnity and hold the Organising Committee harmless against all such claims. The exhibitor agrees to insure itself at its own expense against property loss or damage and for public liability or personal injury and liability for property damage.
- Exhibitors are strongly advised to insure goods during transit and while on display, against damage/loss, however caused, as well as public liability. In addition, the exhibitor acknowledges that PGCS 2023 and Consec – Conference and Event Management do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain public liability, business interruption and property damage insurance covering such loss by an exhibitor.
- **All exhibitors must have a current public liability insurance cover for their exhibition trade table. Exhibitors may be required to submit their public liability insurance certificate along with their booking form.**
- Participants shall be regarded in every aspect as carrying their own risk for injury to person or property, including baggage, during the symposium. We strongly recommend that at the time of booking, you take out a travel insurance policy of your choice. The policy taken should include the loss of deposit through cancellation, medical insurance, loss or damage to personal property, financial loss incurred through disruption due to strikes or other industrial action. Consec – Conference and Event Management are in no way responsible for any claims concerning insurance.
- Due to the privacy legislation, Consec – Conference and Event Management cannot guarantee the inclusion of ALL participants' names and contact details on the delegates list.

## Methods of Payment

**NOTE: A VALID CREDIT CARD MUST BE SUPPLIED FOR ALL PARTNERSHIP AND EXHIBITION APPLICATIONS.**

**You may still indicate you would like to pay via EFT, however, if there is outstanding money as at Monday 15 May 2023, your credit card will be charged.**

### 1. Credit Card

**NOTE: Payment by credit card attracts a 3% processing fee. This will be added to the total amount payable.**

MasterCard       Visa       Amex

**NOTE** - Consec Support Services will appear on your credit card statement.

Please provide credit card details in the spaces below.

Cardholder Name/s: \_\_\_\_\_

Card Number:

Expiry Date:   /   CVC:

Signature: \_\_\_\_\_

### 2. Electronic Funds Transfer

Bank: National Australia Bank

Account name: Neame Consultancy - PGCS

BSB No: 082 902

Account No: 77 844 6361

Transaction Reference Number: \_\_\_\_\_

**Please note:** A remittance advice MUST be emailed through to Consec – Conference and Event Management once payment has been processed to [pgcs@consec.com.au](mailto:pgcs@consec.com.au).