

Certification of In-House Association Conference & Event Organisers

What Have I Done To Make Association A Better Place?



The recognition you have been looking for:
Certified Association Conference Organiser
Certified Association Event Organiser



Certification of In-house Association Conference & Event Organisers employed by an Incorporated Society in NZ - APPLICATION FORM:

The certification is designed for association professionals with at least three years on the job experience. Applicants must show expanding existing knowledge while exploring new trends and tackling a wide variety of skills-based trainings and assessments.

The benefit of undertaking the certification process is simple: you will be nationally recognised and acknowledge that you have a high level of expertise, skills, knowledge and commitment. As a result, the certification can be a significant competitive advantage showing that conference and event professionals, through their training and on the job experience, have gained the high level of understanding and achievement necessary to excel.

Certified Association Event Organiser would be an accreditation of a person who has successfully demonstrated the knowledge, skills and ability to manage events within an association.

Evidence required:

Project plan
 Budget (based on your associations financial model)
 Venue management
 Catering / Audio Visual / Other Supplier Liaison
 On-site Run sheet
 Event Health & Safety Risk Management Plan
 Presenter/speaker management
 Marketing plan (if applicable)
 Event feedback from delegates
 Letter of support from your associations CEO
 Any other evidence that will support the application

Certified Association Conference Organiser would an accreditation of a person who has successfully demonstrated the knowledge, skills and ability to manage conferences within an association

Evidence required:

Project plan
 Budget (based on your associations financial model)
 Venue management
 Catering / Audio Visual / Other Supplier Liaison
 On-site Run Sheet
 Event Health & Safety Risk Management Plan
 Exhibition / sponsorship prospectus
 Exhibition / sponsorship manual
 Marketing plan
 Speaker management
 Registration management
 Website design (if applicable)
 Proceedings / abstracts book (if applicable)
 Posters (if applicable)
 Event feedback from delegates
 Letter of support from your associations CEO
 Any other evidence that will support the application



Two Certification Programs are Available:

Costs	Initial Cost	Renewed Biennial
Certified Association Event Organiser	\$80.00 + GST	\$60.00 +
Certified Association Conference Organiser	\$120.00 +	\$80.00 +

Official Wording

The official wording for the use of the certification on email signatures is:

Certified Association Event Organiser (AuSAE)
 Certified Association Conference Organiser (AuSAE)

Process for Applications:

Applications will be submitted to:

Brett Jeffery, General Manager NZ AuSAE
 E brett@ausae.org.au



For renewal applications, a letter from the CEO of their association needs to be provided to confirm you have completed the requirements for the certification within the previous two years.

A committee of certified professionals will assess the applicants based on the evidence provided and provide a recommendation to the General Manager for approval.

Certified Association Conference Organiser

APPLICATION

Designed for a person who has successfully demonstrated the knowledge, skills and ability to manage conferences within an association.



The certification is designed for association professionals with at least three years on the job experience. Applicants must show expanding existing knowledge while exploring new trends and tackling a wide variety of skills-based trainings and assessments.

New Applicant Details

Title:	Given Name(s)	Surname / Last Name	
Job title:			
Association name:			
Association Address:			
Daytime Phone number:		Mobile:	
Email:			

Evidence required checklist (to be attached with your application):

Please supply seven (7) of the below evidential requirements. All evidence will be treated in the strictest of confidence

Conference project plan	Budget (based on your associations financial model)
Venue management	Catering / Audio Visual / Other Supplier Liaison
On-site Run-sheet	Event Health & Safety Risk Management Plan
Exhibition / sponsorship prospectus	Exhibition / sponsorship manual
Conference marketing plan	Speaker management
Registration management	Website design (if applicable)
Proceedings / abstracts book (if applicable)	Posters (if applicable)
Event feedback from delegates	Any other evidence that will support the application

Attached a letter of support from your associations CEO	
To the best of my knowledge all information provided is true and correct	
I have read and agree to abide by the code of ethics and professional conduct for certified Association Conference and Event organisers	
I wish to apply to be a certified conference organiser	

Applicants must currently work for a registered Incorporated Society within New Zealand and show they are expanding their existing knowledge while exploring new trends and tackling a wide variety of skills-based trainings and assessments.

Invoice for nzd \$120.00 will follow the approved application.

Name:		Date:	
Signature:			

Applications & correspondence to will be submitted to: Brett Jeffery, General Manager NZ AuSAE brett@ausae.org.au

Certified Association Event Organiser

APPLICATION

Designed for a person who has successfully demonstrated the knowledge, skills and ability to manage events within an association.

The certification is designed for association professionals with at least three years on the job experience. Applicants must show expanding existing knowledge while exploring new trends and tackling a wide variety of skills-based trainings and assessments.



New Applicant Details

Title:	Given Name(s)	Surname / Last Name
Job title:		
Association name:		
Association Address:		
Daytime Phone number:		Mobile:
Email:		

Evidence required checklist (to be attached with your application):

Please supply four (4) of the below evidential requirements. All evidence will be treated in the strictest of confidence

Event project plan	Budget (based on your associations financial model)
Venue management	Catering / Audio Visual / Other Supplier Liaison
On-site Run-sheet	Event Health & Safety Risk Management Plan
Event marketing plan (if applicable)	Presenter / Speaker management
Event feedback from delegates	Any other evidence that will support the application

Letter of support from your associations CEO	
To the best of my knowledge all information provided is true and correct	
I have read and agree to abide by the code of Ethics and professional conduct for certified Association Conference and Event organisers	
I wish to apply to be a certified conference organiser	

Applicants must currently work for a registered Incorporated Society within New Zealand and show they are expanding their existing knowledge while exploring new trends and tackling a wide variety of skills-based trainings and assessments.

Invoice for nzd \$80.00 will follow the approved application.

Name:		Date:	
Signature:			

Applications & correspondence to will be submitted to: Brett Jeffery, General Manager NZ AuSAE brett@ausae.org.au

Code of Ethics and Professional Conduct for Certified Association In-House Conference & Event Organiser's

The Code of Professional Conduct has been created so that Certified Association Conference/Event Organiser (CACO/CAEO) provide a level of service and ethical practice that gives confidence to their employees and suppliers.

We shall maintain high standards of business ethics and personal integrity.

We shall apply industry acceptable ethical principles in the daily performance of job responsibility.

We shall have passion and a professional mindset to deliver quality service and excellence in the Business Events industry.

We shall keep only acceptable standards of health, safety and security and host business events that are safe and environmentally friendly.

We must have an Event Risk Management Plan compliant under the NZ Health & Safety at Work Act 2016.

Certified Association Conference/Event Organiser will maintain high standards of personal and professional conduct, including:

- Complying with the laws of New Zealand or the country in which their work is performed, operating within the spirit of those laws and acting honestly and fairly in all business dealings.
- Ensuring that supplier contracts and/or terms are clear, concise and honoured in full, unless terminated or amended by mutual consent.
- Developing and maintaining high levels of personal competence through a commitment to ongoing professional development.

- Act with integrity and honesty in all business dealings and with suppliers, colleagues and employees.
- Maintain accurate records of all dealings in relation to the delivery of events and conferences.
- Following practices are required of the association they are employed with.
- Provide a safe and healthy work environment for employees and subcontractors prior to and during events and conferences.
- Must not engage in any activity that brings your association or its members into disrepute.

All certified CACO/CAEOs must commit to attending at least two AuSAE Group Meetings each year. This is to build a network of association event/conference professionals who work in harmony to uphold a standard of excellence and standardising effect in their respective industries. Should a member company not attend the minimum requirement they may be suspended/removed from the meeting group.

Any complaint received by AuSAE, from a business events supplier, which based on first impression discloses a breach of these Code or Rules will be investigated.

All certified CACO/CAEOs agree to be bound by this Code of Ethics and Professional Conduct responsibilities and agree that if upon investigation they are found to be in serious breach of these, they may have their certification terminated by the group or AuSAE.

