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plan and manage
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3B - Plan and manage
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assessment tool This
unit describes the skills
and knowledge
required to plan,
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coordinate
conferences, ensuring
follow-up procedures
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TASK 1.4.1 Do a web search on the word "conference program". Select a conference program which is relevant or of interest to you/your conferences.Business Administration Plan and Manage ConferencesBSBADM503B Plan and manage conferences. To complete the unit, BSBADM503B Plan and manage conferences, you need to work through the following project sub-task: Plan future directions . Return to the Index of units.BSBADM503B Plan and manage conferences - KanganBSBADM503B-Resources.doc Page 1 of 2 Version 1 17/01/2009 Extract from Unit Guide BSBADM503B-Plan and manage conferences 5.1 Teaching and

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BSBADM503 Plan and manage conference ...

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.

Business

Administration Plan and Manage

Conferences

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BSBADM503B-
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Portfolio.docx Page 1 of 2
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Assessment Portfolio

This unit is assessed by the development of a portfolio of evidence of competence. There are ten portfolio tasks to complete throughout the unit content. These are summarised below; you will find

Extract from Unit Guide
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BSBADM503B Plan and Manage Conferences

24.95 This workbook covers the performance outcomes, skills and knowledge required to plan, promote and coordinate

conferences. Readers will find in this book a

comprehensive examination of all aspects of conference management.

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They may work as senior administrative staff, or may be other individuals who have been delegated responsibility for planning and managing a conference.

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Conferences Date: May XX, 2012 Page 11 of 19

TASK 1.4.1 Do a web search on the word "conference program".

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*conferences
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through the following
project sub-task: Plan
future directions .
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 ASSESSMENT TOOL - 1

1. The two purposes for holding a conference is to give idea and make aware about the challenges and giving solutions and overcome them. 2. The five conferences facilities are first and foremost is the accommodation for the local and overseas guests, food, list of events, registration attendees and the ...

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