

## Behind every successful event is an expert event management team

The University of Cape Town Conference Management Centre (CMC) are expert conference and event planners, with over 40 years of collective experience and in-depth knowledge of UCT venues, campus accommodation and campus services. We know who to contact within each department and the department protocols to ensure your event is successful.



The UCT CMC is part of the Commercial Development Unit which falls under UCT Finance. We are an active role player in the academic and corporate conference industry.

Call us now for a  
FREE consultation  
021 406 6733



Whether you're hosting a meeting for 35 people, a gala dinner for 300, or an international conference for 2000, the UCT CMC will help you to have a successful, stress-free and rewarding event.

Got an event coming up?

## 40 years of experience

Enjoy the peace of mind that comes with using our experienced team of highly skilled, expert conference professionals. Our services cover every aspect of your event, from invitation, online registration, full management of planning, booking, budget and control, through to on-site management and wrap-up.

## 0% mark-up

Each conference is allocated its own bank account managed by the UCT CMC finance team. The UCT CMC has the facilities to make payments to suppliers on receipt of invoices, which enables hassle-free wrap-up of events. And there are no mark-ups of supplier invoices.

## expert negotiators

We understand every detail of hospitality and event-related contracts, and our negotiation skills have been fine-tuned to help protect our clients against potentially costly and often overlooked details.

## based on-campus

Our office is based here on-campus, conveniently located for UCT departments and on-campus venues, but we are available to organise conferences, meetings or events anywhere – any venue, any city, any time.



## quick & easy

We customise online abstract and registration systems to make it quick and easy for delegates and speakers to register and submit. Contracts between the UCT CMC and other UCT departments are simple, because an internal memorandum of agreement is put in place.



## bid submissions

We have vast experience in international bid submissions and often work in collaboration with the Cape Town Convention Bureau, presenting detailed and accurate documentation to attract international associations to choose Cape Town as their conference destination.



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A SAACI-accredited international professional conference organiser



Members of the Event Greening Forum and Cape Town Tourism



Supported by the Cape Town Convention Bureau



Located within the UCT Finance Department



For more information contact Yvonne Brown on 021 650 3915 or 021 406 6733  
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