

TYPES OF EVENTS & CONFERENCES

As professionals in the conferencing industry, we've truly come to appreciate the true value derived from perfectly planned conferences and events. Those organized with structure, strategy and efficiency in mind are most likely to achieve maximum productivity. However, in order to seamlessly achieve that objective, various types of conferences and events must first be understood.

<i>Annual General Meeting</i>	As the name suggests, an AGM occurs on a yearly basis. During these events, shareholders are given the opportunity to address the Board of Directors regarding the organisation's annual progress.	Equipment needed: • Roving microphone/Chairman microphone for speaker • Cinema style seating • Often recordings are made of these meetings
<i>Seminars</i>	Seminars are educational events that are usually held at educational institutions. These sessions are highly interactive as attendees are able to engage in discussions regarding the topic at hand.	Equipment needed: • Small Public Address system • Roving mic if room is large • Basic presentation equipment, eg whiteboard, etc
<i>Workshops</i>	Workshops are generally informal sessions that are held for the purpose of educating or training a group of people. They often occur as a series of events where individuals meet up over a period of time to progress through the topic at hand.	Equipment needed: • Silent meeting setup http://congressrental.co.za/silent-meetings/ • Or numerous rooms with PA system & at least 2 microphones per session depending on room size • Projectors, white boards, etc
<i>Conclave</i>	The term 'Conclave' comes from the Latin term meaning 'room that can be locked up'. As such, conclaves are highly confidential meetings that are held behind closed doors. People in positions of high power are generally invited to partake in these meetings.	Equipment needed: • Bosch Discentis Conference system – all data remains protected and encrypted • Microphones with recording functionality if recordings required http://congressrental.co.za/recording-and-transcribing/
<i>Multilingual conference</i>	A multilingual conference requires messages to be distributed across multiple languages.	Equipment needed: • Simultaneous Interpretation equipment http://congressrental.co.za/simultaneous-interpretation/ • Booths • Receivers & headsets for delegates

		Table top/delegate microphones for speakers
Convention	A convention is a large-scale event that usually takes place year-on-year. The main purpose of a convention is to bring niche customers together into one room, while creating a buzz regarding the topic at hand.	Equipment needed: - Exhibition booths, etc - Side meetings occurring parallel to exhibition could have silent meeting options to ensure clear communication http://congressrental.co.za/silent-meetings/
Board Meeting	A Board Meeting is a formal gathering where a company's Board of Directors discuss the organisation as a whole, its progress, its future objectives, upcoming projects, etc. Board Meetings usually occur at defined intervals.	Equipment needed: - Basic video conferencing setup - Microphones with recording functionality if recordings required http://congressrental.co.za/recording-and-transcribing/ - Projectors or screens
Press Conference	A Press Conference is an event attended by the media for the purpose of broadcasting a newsworthy story. At such events, a prominent person or company representative launches/promotes a new product, addresses a crisis, launches a marketing campaign or informs shareholders of finances.	Equipment needed: - Roving microphone for press (if room is large) - Chairman microphone for speaker or numerous table top mics if more than one speaker - Cinema style seating
Parliamentary Meetings	According to the Parliament of the Republic of South Africa, "Parliament makes new laws, changes existing laws and repeals laws that are no longer needed." The purpose of a Parliamentary meeting is to discuss and debate these topics in depth.	Equipment needed: - Fixed/permanent installation - Fully functioning table top microphones for each parliamentary member - Complete chairman unit with control of all mics, etc - Comprehensive PA system to ensure clear communication - A great example is the Zambian Parliament we recently supplied: https://congressrental.co.za/zambian-parliamentary-conference/

At Congress Rental, we have all necessary equipment needed to bring these conferences to life.

From Simultaneous Interpretation equipment to PA systems, we've got your conference covered from all angles. Contact us on info@congressrental.co.za with all your conferencing needs.