

Section A

Introduction and Guidelines to SAACI (South African Association for the Conference Industry) Conferencing & Events Chapter Conference Organiser Accreditation



Please read the following carefully before completing the attached documents

WHAT IS A CONFERENCE ORGANISER?

A Conference Organiser is a person or company, which specialises in the organisation and administration of a conference. The company will act as a consultant to the organising committee or individual, enacting its decisions whilst utilising the experience and knowledge it has gained in organising events.

There are many different ranges of services that a Conference Organiser can offer.

In order to assist members to market the quality of service they offer, and to assist prospective clients in determining the level of expertise they require, three categories of Accredited Professional Conference Organisers have been identified based on experience, level of support infrastructure and range of services provided.

Members of SAACI's Conferencing & Events Chapter who wish to become accredited need to be assessed by Grant Thornton acting on behalf of SAACI. This independent body will ensure confidentiality and only they will see and process applications.

ACCREDITATION

There are three categories within SAACI's Conferencing & Events Chapter:

LEVEL 1	SAACI Accredited Conference Organiser
LEVEL 2	SAACI Accredited Professional Conference Organiser
LEVEL 3	SAACI Accredited International Conference Organiser

(International Conference Organisers are further distinguished – based on their experience – into two sub-categories, A and B)

Conference Organisers are accredited through Grant Thornton, based on the following criteria:

- Experience
- Range of services provided
- Level of support infrastructure

Minimum Criteria:

- **The applicant must be a SAACI Member**
- **The applicant must have been in business for at least two (2) years**
- **The applicant must be registered for VAT**

LEVEL 1 - SAACI ACCREDITED CONFERENCE ORGANISER - Complete Section D only

- Paid up SAACI membership
- VAT & Tax registered - Must provide a tax clearance certificate
- Experience – must have organized at least 12 events of 25 people or more
- Must have completed **Section D** and satisfied Grant Thornton that they have the necessary experience and infrastructure to achieve Accredited Conference Organiser status.

LEVEL 2 - SAACI ACCREDITED PROFESSIONAL CONFERENCE ORGANISER - Complete Section D only

- Paid up SAACI membership
- VAT & Tax registered - Must provide a tax clearance certificate
- In addition to the requirements for Accredited Conference Organiser membership, the applicant must have organised at least:
 - 15 events of 50 pax or more
 - 5 events of 250 people or more
 - 1 significantly large and complex event - a case study of one meeting organised – including print material, photographs (if available) and other documented elements of the meeting

- Must have completed **Section D** and satisfied Grant Thornton that they have the necessary experience and infrastructure to achieve Accredited Professional Conference Organiser status.
- Professional Conference Organiser applicants will be visited at their offices, and will be required to provide a case study on one of the conferences that they have organised.

LEVEL 3 - SAACI ACCREDITED INTERNATIONAL PROFESSIONAL CONFERENCE ORGANISER - Complete Section D & E - (Sub-Categories A & B)

- Paid up SAACI membership
- SAACI Accredited Professional Conference Organiser Status
- VAT & Tax registered – Must provide a tax clearance certificate
- In addition to the requirements for Accredited Professional Conference Organiser membership, the applicant must have organised at least:

For Sub-Category A:

- 5 international events of 400 people or more

For Sub-Category B:

- 5 international events of 100 people or more, and
- 1 significantly large and complex international event
- International is defined as at least 40% of the attendees being from outside of SA

- Must have completed **Section D & E** and satisfied Grant Thornton that they have the necessary experience and infrastructure to achieve Accredited International Professional Conference Organiser status.
- SAACI Accredited International Professional Conference Organiser applicants will be visited by an employee of Grant Thornton at their offices to check out the claims made in their application form and client references will be thoroughly checked and will be required to provide a case study on one of the conferences they have organised.
- Submit a case study of one international meeting of 400 delegates or more organised, which include print material, photographs and other documented elements of the meeting. A list of future international meetings he/she will be organising in the years to come might also be required.

Further notes:

- In order to apply, candidates should study the documentation for the three different categories of Accreditation, select the category they think is applicable to them and return the form to Grant Thornton. Contact details are provided in **Section D**.
 - The outcome of the 3-week process will be communicated to you by Grant Thornton. At that stage your accreditation is still ***provisional***. Names of provisionally accredited companies will be forwarded to Conference & Events Chapter members and if no objections have been raised against your company being accredited as a SAACI member of the Conference & Events Chapter within 3 months of your provisional accreditation, your provisional accreditation status will be confirmed. During this period, you are allowed to operate as an accredited SAACI Professional Conference Organiser.
 - If any fundamental change in ownership, staff or services occur, the company needs to advise Grant Thornton *within two months* of such a change, and provide details of their ability to continue their business according to their accreditation grade despite the change.
 - If it comes to the attention of the SAACI committee that there has been a fundamental change in the personnel or services of the PCO, the committee reserves the right to request that the company be re-evaluated.
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