



ICCA Data Workshop on Location

Please find below the guidelines for organising an ICCA Data Workshop

Please note that the programme is subject to individual needs of the ICCA member(s). A different schedule and/or topics can be arranged. The ICCA Data Workshop could focus, for instance, purely on the Association Database. It all depends on how familiar the participants are with the ICCA Data Products.

A dinner the night before the Workshop would be nice for the participants and trainer(s) to meet each other and network in an informal atmosphere but is not obligatory.

Conditions

Please note that the following conditions apply (all costs paid by host):

- Trainer's fee of EUR 750 per trainer
- Travel costs (flights economy class, transfers, etc.) for the ICCA Data trainer(s)
- Hotel accommodation (B&B) for the ICCA Data trainer(s)
- Room, hiring of AV equipment, Internet connections
- Coffee breaks and lunch
- Registration of the participants by host
- Production of badges and name plates by host
- Organisation of dinner (optional)
- Organization of formal meeting or agenda of individual meetings with local Prospective Members. In case of organizing a joint meeting, room, AV equipment as well as F&B by host.

Room requirements

- Classroom style
- PC's with internet and minimum Windows '97 (=Microsoft Office and Windows with English language option (when possible), Excel, the proxy settings of the internet explorer browser should be able to access www.iccaworld.com; each PC to have access to local disk/folder).
- Two participants will share one PC.
- LCD projector and screen
- Laser pointer
- Internet connection for laptop
- (Clip-on) microphone if necessary
- Table or lectern for laptop trainer
- Pen and paper on tables
- Water
- Coffee/tea for breaks

What is included

ICCA will provide:

- Trainer(s) for a full day training on all ICCA Data products with emphasis on the Association Database Online. The language of the course is English.
- Hand-outs of the training
- Promotion in Members Update, the News Flash and ICCA Website if necessary

The host may charge the participants a fee to cover the mentioned costs. Please provide ICCA with a breakdown of the costs and the exact fee.



Suggested Programme:

Evening Before Workshop:

20:00 Welcome dinner (optional)

Workshop day:

09:00-09:30 Arrival of participants and coffee/tea

09:30-09:45 Introduction and set up of programme

09:45-10:00 Welcome to the world of ICCA

- Benefits of ICCA membership
- How ICCA can assist

10:00-10:30 Introduction to iccaworld.com

10:30-11.30 ICCA Association Database:

Presentation about Association Database fields & functions plus hands-on computer training:

- How to select as many potential Associations Meetings as possible.
- How and where to find Key Contact information
- How to find and contact the decision-maker
- How to export data
- How to mail merge your data, etc.

11:30-12:00 Coffee/tea break

12:00-13:00 ICCA Association Database continued

13.00-14:00 Lunch & group picture

14:00-14:30 Business Exchange

- What is Business Exchange
- How can you participate

14:30-15:00 ICCA Products & Services

- What more can we do to help you on your way?

15:00-16:30 Advanced case studies

- How to further narrow down your search after exporting
- How to find a lead for a Client-Supplier Business Workshop
- You can now research to perfection!!

We can also just focus on working with the Database.

Contact details:

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