



What is a BEIA Approved PCO and why should you use one?

A BEIA Approved PCO is a Professional Conference Organiser approved by Business Events Industry Aotearoa (BEIA). Using a BEIA Approved PCO gives you confidence and peace of mind that your conference is in safe hands, as each brings a proven set of high quality skills and experience to your event.

A BEIA Approved PCO must meet certain criteria to ensure that they have the necessary systems, skills and experience required to run your event. The criteria sets the bar high and were designed so that only those who meet them, can call themselves a BEIA Approved PCO. A BEIA Approved PCO is bound by a Code of Ethics, Rules and Responsibilities as determined by BEIA. Copies of these can be found on the BEIA Website.

Additionally, all BEIA Approved PCOs must have proof of secure financial systems, compliance in tax reporting, and an in-depth knowledge of risk management and Health and Safety regulations. They must carry Public Liability, Professional Indemnity and Cyber Insurance and have legal and accounting teams as part of their business structure.

Whether you are a client, venue, accommodation supplier, service provider, convention bureau or government department, your first point of contact should be with a BEIA Approved PCO. You can rest assured that you are dealing with a consummate professional who will bring years of experience and knowledge to ensure your event is a total success.

**BEIA APPROVED PCO
YOUR TRUSTED EVENT PROFESSIONAL**

www.beia.co.nz

BEIA Approved PCOs

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www.beia.co.nz/beia-approved-pco

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