



ACADEMIC ADVANCE

Outsourced Administration Services

CONFERENCES

- Planning and Update Meetings
- Branding
- Advertising
- Registration
- Travel Arrangements
- Confirmation
- Reminders
- Printing
- Fee Collection
- Vendor Management
- Scheduling
- Payments
- Delivery
- Evaluation
- Issuing of Certificates
- Recordkeeping

CONTACT US

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INTRODUCTION

Academic Advance administration services works closely with you to offload the daily non-value added activities of any training environment or conference arrangements.

This unique service supports and allows you to focus on course and/or content development, growth opportunities, planning and needs analysis.

TRAINING ADMINISTRATION SERVICES

Our standard services include the following:

- Advertising
- Registration
- Confirmation
- Reminders
- Fee Collection
- Vendor Management
- Scheduling
- Payments
- Evaluation
- Issuing of Certificates
- Recordkeeping

ADDITIONAL VALUE ADD TRAINING SERVICES

- Formatting and layout of training material
- Branding of training material, including PowerPoint Presentations
- Printing
- Design of e-Learning training material
- Hosting of e-Learning platform
- Issuing of Certificates on completion of e-Learning

COST

Training Administration Services

Between 10 and 15% of the delegate fee (per delegate), based on the scope of the project.

Additional Value Add Training Services

A quote will be provided based on the scope of the project. Printing costs are over and above.

Conference Arrangements

A quote will be provided based on the scope of the project. Printing costs are over and above.