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UNIVERSITY OF  
ABERDEEN

# Continuing Professional Development (CPD) & Event Services

Helping you organise your next conference or  
event here, there and everywhere

[www.abdn.ac.uk/cpd](http://www.abdn.ac.uk/cpd)

HERE THERE & EVERYWHERE



## CPD and Event Services Background

CPD and Events Services is part of the Research and Innovation team at the University of Aberdeen and act as the focal point for Continuing Professional Development activity by the University and as a Professional Conference Organiser to internal and external clients. CPD and Events Services has access to all the expertise available within Research and Innovation and the wider University community.

Our dedicated team have over 50 combined years' experience and can help you with all aspects of event management, for both virtual and physical events. CPD and Events Services currently comprises 7 members of staff: 4 project managers and 3 administrators – all of whom have considerable expertise in delivering conferences and events for a variety of organisations. We also have access to a pool of temporary staff to support specific events as and when required.

**HERE** **THERE** & **EVERYWHERE**

### HERE

We work closely with partners in Aberdeen city to promote and attract visitors to the city

### THERE

We partner with associations and societies to work remotely to provide a PCO service for events

### EVERYWHERE

We have experience of working with various online platforms to deliver events regardless of the audience location



Regardless of event size, location, venue or duration, we have the expertise and passion to deliver a remarkable service that is customised to your needs.

# Your Event Management Professionals

**We are the team that will help you deliver the event you imagined- stress free.**

Experienced in organising and delivering:

- National and international conferences
- Virtual conferences and workshops
- On-demand training courses
- Tailored training for your company

## No event is too big or small

We can help deliver your event on or off campus, virtually or face-to-face (or a mixture of the two), led by internal colleagues or external clients. Support services include, but are not restricted to;

- **project management**
- **budgeting**
- **event planning**
- **marketing**
- **speaker liaison**
- **abstract management**
- **online registrations and payments**
- **liaising with other University departments and all external suppliers**
- **compilation of the delegate pack**
- **on-the-day support**
- **post event evaluation.**

CPD and Events Services work in conjunction with the local organising committee (or equivalent), host association and other stakeholders for each event.



## Virtual and Hybrid Events

Hosting virtual or hybrid events requires the same level of thought and planning as required for physical events. All our services outlined above apply for virtual events. In addition, our team will ensure your online event is carefully planned, and well managed throughout the event life cycle. Whether you want to run a short CPD course, conference or other type of virtual event, CPD and Events Services will work with you to ensure your event will be delivered professionally, using the right platform for your event.



### Examples of online events CPD and Events Services has organised:

#### Introduction to Offshore Decommissioning

An ECITB approved online course delivered by the National Decommissioning Centre. The first cohort of the online version of the event launched in July 2020 and was hosted via MyAberdeen and Collaborate Ultra

#### Biological Wastewater Treatment and Anaerobic Digestion

Theory, Design and Practice- This on-demand IChemE approved advanced CPD course, launched in July 2020 and is being delivered online via MyAberdeen with recorded lectures, tutorials and live-one-to-one sessions with the students.

#### SLAS Virtual 2021

Having worked with the Society for Latin American Studies in 2015 when the conference was hosted in Aberdeen, CPD and Event Services were asked to administer and support their virtual event in 2021. The successful event attracted 230 attendees.

#### PCST2020+1

Originally intended to take place as a face to face conference in May 2020; this had to be postponed and has been converted to a fully virtual event. With over 600 delegates joining us in May 2021.

## CPD and Event Services Testimonials

**MTS / IEEE Oceans '17**  
**June 2017, 780 delegates from 38 countries, AECC**



It was great to have the CPD Services team on board from the word go in support of this prestigious International Conference. We had a very long lead time to the conference, over 3 years. Because the CPD team were in there from the start, they developed an in-depth understanding of the conference's history and profile and were able to input their expertise throughout the whole process. The team's support was invaluable to me as Chair and took a lot of the general preparation into their hands which accordingly removed a lot of stress out of running the event. I would have no hesitation in asking them to help in any future events. In fact don't think I would do another one without them.

**Prof John Watson,**  
**Conference Chair**

## Innovation and Technology in Computer Science Education (ITiCSE) Conference 2019



Working with CPD means you're gaining assistance to guide you through the many options available when developing and delivering an event. You now have someone who knows the people and organisations involved in providing catering, hospitality, and other services in the city. I thought, having done this for a number of years on a smaller scale, that I knew lots about organising events already, but I found CPD knew much more, and also knew of options that I'd never considered. Use them, and you'll find your event goes smoother, as you're now working with experienced people.

**Dr Bruce Scharlau,**  
**Conference Chair**

## Society for Latin American Studies (SLAS) 2021 - Virtual Event



The Society for Latin American Studies appreciated the support from CPD Services, throughout the process from abstract submission, conference design, on-the-day guidance for attendees, post-conference surveys etc. They were extremely attentive throughout, prompt with responses both to us and in communications with attendees, and unstinting in their support for our trialling new platforms and formats in these strangest of times. We were so impressed that we have already discussed the possibility of using University of Aberdeen conference support for future online conferences as we intend to move to an alternating format for our annual conferences with one year being in person and the next all online.

**Professor Thea Pitman**  
**President of the Society for Latin American Studies**

# Thinking of Organising a Conference or Event?

CPD Services  
can help you!



For more information visit our website:

## Find out more

### CPD & Event Services

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