

### **OTHM Certificate in Conference and Event Management**

*Recommended delivery 30 hours*

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Session	Subject/Topic
1	Overview of Event Management
2	Types of Events
3	Marketing and Promotion
4	Planning and Research
5	Site Management
6	Managing Human Resource
7	Health and Safety
8	Final Planning
9	Quality Issues
10	After the Event

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**Special Note:** Appropriate Case studies on the organisation and management of Conferences and Events can be found through the 'Recommended Reading' for the subject.