

INTERNSHIP PROGRAM

2021-2022



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DMC & PCO • Macau & Hong Kong
澳門及香港專業會議顧問公司



INTERNSHIP PROGRAM

JOB DESCRIPTION

Project Assistant

- Administrative support related with finance
- Prepare proposals for clients
- Work with suppliers

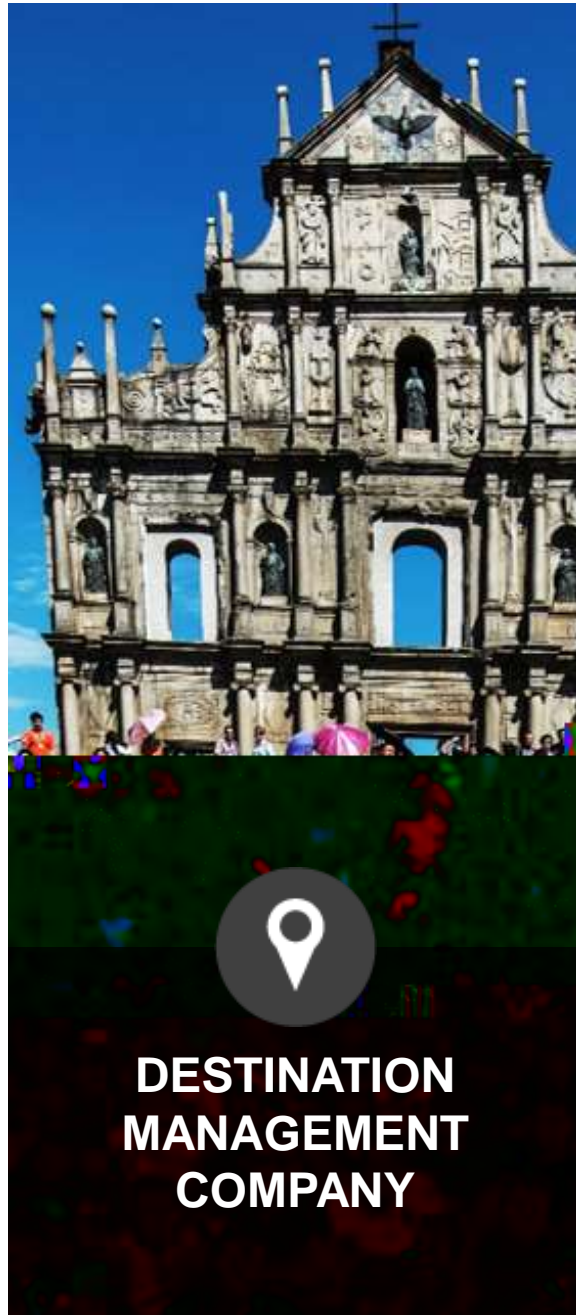




**PROFESSIONAL
CONGRESS
ORGANIZER**



**MEETINGS
AND EVENTS
PLANNER**



**DESTINATION
MANAGEMENT
COMPANY**



**WINE
EVENTS
MANAGEMENT**

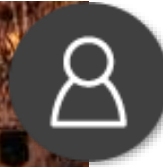


PROFESSIONAL CONGRESS ORGANIZER (PCO)

Management of a congress back to end:

- Budget
- Venue and suppliers selection
- Marketing and promotion
- Registration & website
- Exhibition





MEETINGS AND EVENTS PLANNER

- **Concept development**
- **Selection, recruitment, and coordination of all suppliers**
- **On Site Management**
- **AV Rental Advice & Set Up**



DESTINATION MANAGEMENT COMPANY (DMC)

- Itinerary planning
- Transportation & logistics
- Hotel reservation
- Tours
- Venue selection
- Team bonding





WINE EVENTS MANAGEMENT & PR

Usually B2B events for professionals only

- Wine promotion roadshows
- Seminars & Master classes
- Wine pairing dinners
- Wine parties
- Wine Testing





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