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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

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 and hybrid 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
- sponsorship
- liaising with other University departments and all external suppliers
- compilation of the delegate pack
- on-the-day support
- post event evaluation
- sustainability event management
- hybrid and online events.

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, Anaerobic Digestion Theory, Design & 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.

HETL 2023

The University of Aberdeen hosted the 2023 International Higher Education Teaching & Learning Association (HETL) Conference from 12-14 June 2023 which brought together nearly 300 Higher Education professionals and students from across the world to provide a platform for discussion, debate, networking and collaboration on all aspects of teaching and learning in HE.

13th International Gut Microbiology Symposium 2023

Held at P&J Live on the 13-15 June 2023, the symposium explored the role of the complex microbial ecosystem present in the digestive tract of humans and animals in maintaining host health, and brought together 200 international researchers, academics and industry experts from across the globe.

CPD and Event Services Testimonials

International Higher Education Teaching & Learning Association (HETL) Conference 2023



"As an academic organising my first international education conference, I have to admit, that I was very nervous!

Although excited to take on the challenge I did not know where to start. This is where Nikki and her CPD team stepped in. They travelled with us all the way, supporting us in submitting a successful bid, keeping us straight on the timeline and guiding the steering group to bring all the logistics of the conference together. They liaised with the venue and Visit Aberdeenshire to bring together a fantastic social programme, which I believe contributed to bringing over 275 delegates from 25 countries. Working along with the CPD team, you truly feel that you can focus on academic matters while the rest of the burden is taken off your shoulders. That is a fantastic place to be in as an academic leading a conference. The CPD team is efficient, friendly and professional. Can't ask for more!"

**Professor Amudha Poobalan,
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**

UK Archaeological Sciences (UKAS) Conference 2022, Hybrid Event



Nikki and the CPD team were incredibly supportive, efficient and accommodating during the planning and executing of the UKAS 2022 conference. They helped every step of the way, answering all my queries and coming up with great ideas and budget friendly solutions. The conference went without a hitch and I've received positive comments from a large number of delegates about how they enjoyed the event and how impressive they found the venue. The conference dinner in particular was excellent. I'd be keen to use the Events team for any similar, future events and have recommended them to colleagues.

**Professor Kate Britton,
Department of Archaeology**

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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