



ABPCO member code of practice

Members must comply with the ABPCO Code of Practice, which defines the obligations of a Professional Conference or Event Organiser (PCO) and his/her relationship with clients, and sets up an accepted standard of professional practice.

- ABPCO members have a general duty of fair dealing towards their past and present clients, fellow members and the public
- ABPCO members have a duty to act prudently in all financial and legal matters and to protect their clients' funds by acting in a professional manner at all times. Unless otherwise agreed between the parties, clients' funds should be separately identifiable at all times in the running of an event and agreed event budgets should be adhered to
- ABPCO members shall be free to represent their capabilities and services to any potential client, either on their own initiative or at the behest of the client, provided that they do not seek to persuade the client to break an existing contract with any other ABPCO member already serving that client
- ABPCO members shall not engage in any practice nor be seen to conduct themselves in any manner detrimental to the reputation of ABPCO or the reputation & interests of PCOs
- A member firm shall be free to accept commissions from persons other than a client, in connection with services for that client, provided they are not prejudicial to the interests of the client.

What the Quality Mark means

Working with a Professional Conference Organiser (PCO) that is a member of ABPCO provides you with the reassurance that your conference or event is in safe, professional and capable hands. ABPCO is the only UK membership organisation representing individual PCOs that requires members to demonstrate their professional experience and supporting evidence of their quality standards in service delivery before they may become members and display our coveted logo as a quality mark.

Full ABPCO membership requires a minimum of five years' experience of all services required in the preparation and running of conferences, seminars and/or other meetings. In addition, full members must have a minimum of two years as a proprietor, partner, director or senior manager of a conference organising business or as the director or senior manager of a conference organising unit attached to a professional or trade association, educational institution, official body, or corporation. Moreover, applications for membership must be supported by references from at least two clients or venues.

In short, by choosing an ABPCO PCO you benefit from:

- Assurance of significant professional experience in all aspects of organising successful conferences and events
- High-calibre services, backed up by client testimonials and reviews of the ABPCO committee
- The support of a dedicated professional, bound to uphold ABPCOs Code of Practice

Further information about ABPCO, including how the Association can assist clients with tendering guidance, PCO services or event enquiries is available at

www.abpc.org