



# CORPORATE PA SUMMIT

**ONE DAY. A LIFETIME OF INSPIRATION.**

**VIRTUAL SUMMIT | 25 NOVEMBER 2020**

## **SPONSOR DIRECTORY 2020**



**WWW.THINKTANKMEDIA.NET**





## THE CORPORATE PA SUMMIT

The Corporate PA Summit turns 16 this year, tirelessly and fiercely advocating for the EA role in the organisation, whilst helping motivate, empower and inspire many thousands of PAs and EAs to take their career to even greater heights. Simply put, it's one day out of the office, in return for a lifetime of inspiration!

### THANK YOU TO OUR SPONSORS



25 NOVEMBER 2020  
VIRTUAL SUMMIT

## A MESSAGE FROM OUR SPONSORS

Thank you for being part of the first virtual Corporate PA Summit. We are pleased that you've made it here today, and hope that the inspiration, tools and ideas you've discovered, along with the connections made, will support and propel your career and life in 2021.

Our sponsors are looking forward to sharing the day and connecting with you, and they hope that they can form part of your support network when you're back in the office

**Please visit our sponsors to connect with them - as an added bonus, you will go into the running for their fantastic prizes - as well as receiving discounts of up to 25% of their products and services.**

You can connect with them on the virtual platform and the attendee hub, or pop them an email to text. They'd love to virtually meet you.

Most of all, have a fantastic day.

Yours sincerely

James Matthews  
Corporate PA Summit 2020





**CONTACT THE GIFTING GUILD**

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[www.thegiftingguild.com.au/pages/corporate-gifting](https://www.thegiftingguild.com.au/pages/corporate-gifting)

Or, if you wish to avoid any potential for 'back and forth', you can also book in a short call with us here:

<https://calendly.com/thegiftingguild/curiosity-call>



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## HOW THE GIFTING GUILD CAN HELP YOU

We LOVE to get creative with our gifting. If you are looking to send something different or unexpected (in a good way!), we would love to hear from you.

## ALL ABOUT THE GIFTING GUILD

At The Gifting Guild we know your day to day leaves little time for seeking out gifts. We also believe that a thoughtful gift is a relevant gift. Specialising in creating custom gift sets, we offer a full gifting service, and take care of everything from gift curation, sourcing and styling to hand packing and delivery. We source from quality brand partners and best-selling vendors, and provide dedicated personal project management, because chasing up shouldn't be on your 'to-do' list. After getting to know your needs, we set to work...ensuring you are recognised for the star gifter you are!

## SPECIAL OFFER

We would love to offer all summit delegates a 10% saving on personal gifting for the month of December via our website [thegiftingguild.com.au](http://thegiftingguild.com.au) using the code #Weruntheworld at checkout.



**CONTACT MEET GEELONG**

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## ALL ABOUT MEET GEELONG

Geelong and The Bellarine is the ideal conference destination. Amongst the sun-kissed coastlines, rolling countryside and mini metropolis, you'll find award-winning accommodation and conference facilities, wineries and restaurants, picturesque golf courses, immersive cultural and wildlife experiences.

As the Convention Bureau for Greater Geelong and The Bellarine, we can provide qualified local advice, support and insight into how conference and meeting planners can best experience this brilliant regional Victorian destination. Our services are completely free!



## **CONTACT BUSINESS EVENTS VICTORIA**

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# HOW BUSINESS EVENTS VICTORIA CAN HELP YOU

BEV is your one-stop-shop and a free resource to help find the perfect business event venue in regional Victoria. Let's connect and make your next business event a memorable experience.

## ALL ABOUT BUSINESS EVENTS VICTORIA

Regional Victoria is a treasure trove of natural beauty and offer delegates and visitors the perfect backdrop and unique experiences as the seasons change. Stage your business event amongst iconic landscapes and bucket-list destinations in this compact state, from stunning wine regions, thermal hot springs, dramatic coastlines, alpine heritage towns and much more.

Business Events Victoria (BEV) is the convention bureau for regional Victoria and we are responsible in promoting and showcasing regional Victoria as the preferred destination for business events. With so many fantastic options on offer, it is often difficult to know where to begin. No matter the size or budget of your event, BEV is here to assist you, as we are a free resource for all your business event needs.

How can we assist?

- Put you in contact with business event venue operators and other service providers
- Coordinate request for proposals from the most renowned venues in regional Victoria
- Coordinate a familiarisation visit of the venue and destination
- Provide expertise on business event and conference suppliers
- Deliver venue and professional support service recommendations

BEV will present you with ideas, possibilities that you may never have thought possible!

**LANCEMORE**  
**CROSSLEY ST.**

**CONTACT LANCEMORE CROSSLEY ST.**

Joyce Castillo

Director of Sales

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## HOW LANC MORE CROSSLEY ST. CAN HELP YOU

Newest Boutique Hotel in Melbourne to open on 1 December 2020, 2 minutes walk from Parliament station. Centrally located, Melbourne Laneways, famous restaurants & bars. Under the Most awarded hotel group in Australia 2019 by Conde Naste Awards.

## ALL ABOUT LANC MORE CROSSLEY ST.

Lancmore Hotels is the most awarded hotel group by Conde Naste 2019. Lancmore Crossley St is the Latest urban boutique hotel of Lancmore Group located in one of the iconic laneways, surrounded by famous restaurants and bars at 51 Little Bourke St. Opening its doors on 1 December 2020 with 113 new rooms including Suites with own private balconies and 2 bedroom Penthouse. Lounging area with Day beds with Melbourne's Skyline view are accessible to all guests even for private events in our Rooftop Terrace. Complimentary access to the fitness centre, wifi, 55 inches Smart tv, Bose Bluetooth speakers, mini bar, luxury linens and Ensuite in each rooms. Our food and beverage offerings in the lobby lounge will have healthy and to go options for guests.

## SPECIAL OFFER

The Lancmore is offering a generous 25% discount to you and your network. To access the discount, visit <https://www.lancmore.com.au/crossley-st> . Enter the code CORPPA which is valid for stays between 3 Dec 2020 - 3 March 2021.



**CONTACT TWO MINUTE MOVES**

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# HOW TWO MINUTE MOVES CAN HELP YOU

If you're looking for some creative, fun wellness activities to help bust screen fatigue plus keep up your workplace engagement, focus & energy while working remotely then be in touch to set up a quick video demo call.

## ALL ABOUT TWO MINUTE MOVES

With back-to-back meetings, less incidental exercise and mental health issues on the rise (more than three-quarters of people claim their mental health has worsened since the outbreak of COVID-19), it can be challenging for employees working from home to disrupt long periods of sitting plus keep themselves productive and engaged.

Two Minute Moves are a fun, entertaining way to break up sitting time, connect virtually and combat digital fatigue. These bite-size stretch and movement breaks for virtual meetings and events make it easy for you to ensure your people get up and move, so they stay healthy, happy and focused while working from home.

## SPECIAL OFFER

Inject more wellbeing into your workplace with this Time To Move! 8 Week Challenge. Over 8 weeks, a recurring 5-minute meeting link on your preferred virtual platform (or have Lizzy join an existing meeting) goes in employee's calendars to join in a motivating 2-minute exercise break. Sessions are also recorded to watch on-demand. For a special offer visit [www.twominutemoves.com/sessions](http://www.twominutemoves.com/sessions)



## **CONTACT ACLAND TRAVEL**

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[www.aclandtravel.com.au](http://www.aclandtravel.com.au)

## HOW ACLAND TRAVEL CAN HELP YOU

We work with customers ensure the relationship extends beyond a simple transaction, especially in these complex times. We ensure all expectations around technology and price are met, with the added benefit of real people who strive to make a difference.

## ALL ABOUT ACLAND TRAVEL

We harness the many elements that make an effortless travel experience.

Acland Travel is a highly personalised travel business focused on ensuring every element of your trip is seamless, connected and safe.

Our technology-driven solutions integrate seamlessly giving you complete control of your global travel needs, all of which are supported by real people. We believe in the power of travel. It connects people, and businesses – we understand our role is to keep you connected in that transaction.

## SPECIAL OFFER

Brad and his team can offer you 5% of Virgin Australia domestic airfares, 5% of Expedia accommodation bookings and 5% off Alex Perry Hotels Brisbane. To access these special rates, visit their dedicated Corporate PA Summit specials page [here](#). Valid for 5 days post event



**CONTACT THE GOURMET PANTRY**

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[www.thegourmetpantry.com.au](https://www.thegourmetpantry.com.au)



# HOW THE GOURMET PANTRY CAN HELP YOU

Our full corporate gifting suite offers customised branding, boxes, cards and ribbons. We can send a hamper in an insulated box direct to every one of your staff or clients to delight, thank and reward them.

## ALL ABOUT THE GOURMET PANTRY

Founded by foodies, The Gourmet Pantry sources and produces the finest of gourmet products. We have taken the best of our gourmet food products from Australia and the world, sourced the finest champagne, wine and spirits and have packed them lovingly into our stunning hamper boxes.

Our corporate gifting suite makes it easy to thank and impress your clients and staff. We can send a premium hamper in an insulated box direct to every one of your clients or staff. All you need to do is choose which of our gorgeous hampers you would like to gift, and we'll take care of the rest – delivering to their door with a personalised message.

## SPECIAL OFFER

Order 10 or more Premium Gourmet Hampers online from [www.thegourmetpantry.com.au/corporate](http://www.thegourmetpantry.com.au/corporate) between 1 December and 6 December and use the code TGPPASUMMIT at checkout and receive a G.H. Mumm Cordon Rouge Champagne Gift Box 750ml sent direct to you









Door20a

## **CONTACT DOOR 20A**

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n/a



[www.door20a.com](http://www.door20a.com)



# HOW DOOR 20A CAN HELP YOU

Door 20A is passionate about connection, community and collaboration and they would love to connect with you. They will help you harness technology and use it effectively to propel your career forward.

## ALL ABOUT DOOR 20A

Door20a is a tech consulting agency supporting Women in Business and Executive Assistants to adopt the latest apps and technology to propel their businesses and careers forward.

We educate Executive Assistants and Women in Small Business with our Tech Audits, System Health Check, Mastermind Session and our #walkntalk “Liquid Happiness”.

The secret to Door 20a’s fast business growth comes back to the company’s underpinning values of the 3 C’s:

- + Connection
- + Community
- + Collaboration

We provide the framework for EA’s & Women in Business to be the best version of themselves. Enable many with the right technology & to not sweat the small stuff but always see the big picture with positive outcomes to support their executive in meeting the business objectives.

Nick Ginsburg

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n/a



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# HOW NICK GINSBERG CAN HELP YOU

My goal has always been to help people, it's why I became an EA. I want to work with you to help you get back on track and kicking goals!

## ALL ABOUT NICK GINSBERG

As a speaker and coach, I run regular workshops for the administrative professional community across the world. My workshops cover a range of topics all designed to increase productivity and emotional intelligence. Workshop titles include:

- Productivity
- Living authentically
- Personal branding
- Effective communication

Through my coaching services I work with clients in a fun and direct manner to cut through the mess and help them redefine their career goals and find efficiencies to help save time so they can enjoy all that life has to offer.



IAN Illawarra Assistants Network

## **CONTACT ILLAWARRA ASSISTANTS NETWORK**

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n/a



n/a





# HOW IAN CAN HELP YOU

We realise EAs sometimes feel isolated, overwhelmed and undervalued in their roles. We will be there for you to run ideas past, talk business with or to simply share a few words of support.

## ALL ABOUT ILLAWARRA ASSISTANTS NETWORK

The Illawarra Assistants Network was founded by a group of EA's in 2017. Our core objectives are to Support, Connect, Inspire, Learn, Grow & Share.

We exist to:

- Connect like-minded EA's who know exactly what you do and the challenges you face
- Help you feel inspired, supported and appreciated in your role
- Share expert tips to help you stay ahead of the game
- Assist our members to become more efficient and proficient
- To exchange information and enable EA's to seek assistance from each other
- Help to create your network of peers to bounce ideas off

Our network hosts networking / educational events every two months either virtually or at various locations in the Illawarra region.

IAN Membership is free.

*Sassy Assistants*

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[www.sassyassistants.com.au](http://www.sassyassistants.com.au)



# HOW SASSY ASSISTANTS CAN HELP YOU

We empower assistants through events and our community. We are inclusive, supportive and believe it's important for everyone to feel valued. We'd love to connect with you and welcome you to our tribe.

## ALL ABOUT SASSY ASSISTANTS

Sassy Assistants is a community for the modern assistant, who is passionate about their career and the value that we add to our business. We are a network for assistants, run by assistants. But we are a little different to any other professional network group... we don't charge membership fees, so if you are an admin professional and want to be a part of our community, then you are!

We believe being an assistant is a dynamic and fulfilling career and that the role of Assistants and Admin Professionals has evolved greatly over the last decade or two, now with a much greater scope of opportunities and responsibilities. Our mission is to create a supportive and empowering community, connecting assistants across all industries to support each other, learn and grow personally & professionally, while having fun.

We hold social & development events for Assistants to connect, support and empower each other in an inspiring & engaging environment.

At our events you will:

- Connect with other Sassy Assistants in a completely supportive and inclusive environment.
- Experience top quality venues and suppliers you could use in your respective business.
- Hear & learn from motivating & insightful speakers who will help you grow personally and professionally.