



GLOBAL CONFERENCE
MANAGEMENT CARIBBEAN

Global Conference Management (GCM) Caribbean Limited is an event management company with a difference. Director of Events/International Trade Specialist Francola John brings to the business environment a wealth of knowledge and experience in Conference Management, Public Relations and Marketing that spans over a period of Eighteen (18) years in both Private and Public Sector Organizations. Francola has a passion and commitment for strategic meetings and conference event planning and leadership, service excellence and continuous professional development. Francola has managed events in Barbados, St. Lucia, Bahamas, Belize, Dominica, Miami, St. Kitts and Nevis, St. Vincent and the Grenadines and Trinidad and Tobago. Francola continues to position herself to support capacity building interventions in organizations in Trinidad and Tobago and the Caribbean Community.

Francola is also the co-founder and Vice President of the Core Foundation. An organization established to provide aid to impoverished groups through the implementation of sustainable programs and events that will lead to improved quality of life and self sufficiency for the underserved in Trinidad and Tobago.

Francola continues to contribute her talents and passion to transforming lives.

Areas of Expertise: Full end-end conference project planning

- **Venue Management**
- **Speaker Management**
- **Registration Management**
- **Event Marketing**
- **Exhibition Management**
- **Budget preparation**
- **Sponsor Management**
- **Media Management**
- **Stakeholder Engagement**





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Executive Summary

Global Conference Management (GCM) Caribbean is an independent private company that delivers meetings and events, conferences, tradeshow and exhibitions, event technology solutions, business travel and accommodation. Our consultants have over forty-five (45) years of combined experience.

Director of Events/International Trade Specialist, Ms. Francola John specialises in international conferences planning and GCM will adapt to the needs of our clients to offer a personal relationship with a dedicated team.

Quality Assurance

To be able to deliver our services with the highest quality, we work all our projects from end to end with the initiation to implementation to the closure by using a Project Management methodology. We prepare a project plan to enhance our productivity and monitor its effectiveness through continuous evaluation meetings. We also take on full responsibility for sub-contractors.



GLOBAL CONFERENCE MANAGEMENT CARIBBEAN

Our Core Values

Our core values define the way we do business:

Care: Your project deserves care and attention. We apply our passion, commitment and dedication to make sure we deliver what you expect and require - We care.

Reliability: Your project needs to be on target and on time. We have the expertise and know how to produce results.

Efficiency: Your project has ambitious goals. We always work in the most efficient and effective way to ensure we deliver on our promises.

Imagination: Your project asks for inventive solutions. We would provide creative solutions to fulfil your objectives.



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Why choose us - Your Benefit

Our Clients have chose us because of our unique combination of experience, operational capability and approach. Our mission is to bring success to our clients by providing them with flexible and integrated solutions to master their challenges.

We will provide you with objective opinions and will plan tailored solutions for your event needs. We are use to delivering events irrespective of its size or number of participants.

Our clients will benefit from:

1. Experience in planning and executing events
2. Highly skilled and multi-lingual staff (if needed)
3. Detailed project management process guidelines
 - **Planning Phase**
 - **Operational Phase**
 - **Execution Phase**
 - **Evaluation and Reporting**

As an Event Consultant, Francola provided leadership and event project management expertise to ensure that the following events were successfully executed

2018

- Launch of ICANN's Virtual DNS Entrepreneurship Center of the Caribbean (VDECC) - The Internet Corporation for Assigned Names and Numbers (ICANN) – **FEBRUARY 2018**



2017

- Trade and Investment Convention (TIC)– Registration Management – **JULY 2017**
- TSTT Connect bmobile Technology Conference and Exposition – **JANUARY, 2017**
- Citizens Safety and Security Conference - **JANUARY/FEBRUARY, 2017**
- TSTT Vendor Conference – **FEBRUARY, 2017**
- Trinidad Generation Unlimited (TGU) - Recognition and Awards Function – **DECEMBER, 2017**



2016

- Trinidad Generation Unlimited (TGU) 5th Anniversary Recognition and Awards Function – **DECEMBER, 2016**
- 12th Caribbean Internet Governance Forum – **AUGUST 2016, BELIZE CITY, BELIZE**
- Safety and Security in Schools Conference – **MARCH 2016**
- Caribbean ICT Collaboration Forum – CTU hosted regional forum – **FEBRUARY 2016**



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2015

- Caribbean Technology, Innovation and Digital Economy Regional Conference, hosted by the Ministry of Science and Technology and the World Bank – **AUGUST 2015**
- International Conference and Panorama - Pan Trinbago and ICP Secretariat – **AUGUST 2015**
 - **PanKnowRama Secondary School Quiz**
 - **Pan Fusion Concert**
 - **ICP Corporate Breakfast Meeting**
 - **ICP Opening Ceremony**
 - **ICP Conference**
 - **Pastiche Concert**
- **Caribbean Fraud Conference** hosted by Global Forensic Limited and Trinidad and Tobago Coalition of Services Industries (TTCSI) – **JUNE, 2015**
- Caribbean Industrial Research Institute (CARIRI) Indigenous Innovative Food Festival 2015 – **APRIL 2015**



2014

- 10th Caribbean Internet Governance Forum, CTU – **BAHAMAS, August 2014**
- **AMERICAS COMPETITIVENESS FORUM (ACF) 2014** - Conference Management Coordinator, Ministry of Planning and Sustainable Development – **TRINIDAD October, 2014**
- Caribbean ICT Stakeholder Meeting hosted by the Commonwealth Secretariat, the International Telecommunications Union (ITU) and Caribbean Telecommunications Union (CTU) in partnership with Microsoft - **May 2014, TRINIDAD** – Event Management



PORTFOLIO (Cont'd)



- Internet Corporation of Assigned Names and Numbers (ICANN) Roadshow Trinidad and Tobago LAC+1 – **April 2014, TRINIDAD**
- South School of Internet Governance (SSIG) – hosted by Ministry of Science and Technology, Trinidad, Centre for Advanced Technology Training in Latin American and the Caribbean of Argentina (CCLAT) and CTU. Our team managed all logistics to host over fifty (50) delegates from Latin America and the Caribbean Region - **TRINIDAD, April 2014**
- Harmonised Caribbean Spectrum Planning and Management Project meeting – IADB Funded Project - **BARBADOS February 2014**

2013



- Indigenous Music Festival – Ministry of Community Development – Event Consultancy - 2013
- Prime Minister's Best Village Trophy Competition 50th Anniversary Awards Ceremony – Ministry of Community Development- Event Management - 2013
- La Reine Rive **2013**, Ministry of Community Development – Event Management
- Caribbean ICT Ministers' Forum, **TRINIDAD 2013**
- Official Opening of the Trinidad Generation Unlimited (TGU) Power Generation Plant in La Brea, October, **2013**



PORTFOLIO (Cont'd)

20. Community Development Partnership Forum and Exhibition and Community Heroes Award – Ministry of Community Development, **2013**

21. International Vocational Education and Training Association (IVETA) International Conference **2013**. Hosted by the Ministry of Tertiary Education and Skills Training, Trinidad and the Metal Industries Company Limited

22. The Institute of Chartered Accountants of Trinidad and Tobago (ICATT) Petroleum Taxation Conference **2013. TRINIDAD**



2012

23. The Institute of Chartered Accountants of Trinidad and Tobago (ICATT) International Finance and Accounting Conference, **TRINIDAD, 2012**

24. ICT Investment and Innovation Summit, **BARBADOS, 2012**

25. Barbados ICT Roadshow, **BARBADOS, 2012**. Hosted by the Government of Barbados and CTU

26. Caribbean ICT Roadshow, **DOMINICA, 2012**. Hosted by the Government of Dominica and CTU

27. 10th ICT Ministerial Meeting, **MIAMI, USA, 2012**. Hosted by the CTU

28. 8th Internet Governance Forum, **ST LUCIA, 2012**. Hosted by the Government of St. Lucia and the CTU



PORTFOLIO (Cont'd)

2011

- Caribbean Telecommunications Union (CTU) ICT Week and Caribbean ICT Roadshow, **TRINIDAD 2011**. Managed end to end services. This event required us to manage up to 5 – 6 meetings concurrently for an entire week which included two (2) days of youth fora of 200 – 300 students each day.
- Caribbean ICT Roadshow **ST. KITTS AND NEVIS, 2011**. Our team was hired by the Government of St. Kitts and Nevis through the CTU to manage the SKN leg of the ICT Roadshow.
- Caribbean ICT Roadshow, **ST VINCENT AND THE GRENADINES, 2011**. Hosted by the Government of SVG and CTU.
- 7th Latin American and Caribbean Forum on Internet Conference 2011, **TRINIDAD**. Hosted by the CTU and the Latin American & Caribbean Internet Addresses Registry (LACNIC).
- 4th Preparatory meeting for Global Internet Governance, **TRINIDAD**
- Trinidad and Tobago Coalition of Services Industries (TTCSI) National Services Week **2011** – Our team successfully planned all of the following:
 - **Excellence in Services Awards**
 - **ICT Cloud Computing Seminar**
 - **Fashion 101 Seminar**
 - **Film in Focus Workshop**
 - **An Evening with Nassim Taleb**



PORTFOLIO (Cont'd)



- Annual Excellence in Agriculture Journalism Award, **2011** – Hosted by Inter-America Institute for Cooperation on Agriculture (IICA) and CARIRI.
- 9th ICT Ministerial Meeting, **BARBADOS**. Hosted by the Government of Barbados and the CTU.
- Opening of Mt. Pleasant Bridge, Arima – Ministry of Works and Transport. Managed the event of opening the Mount Pleasant bridge, Arima in 3 days of planning time.



2010

- T&T Chamber of Industry and Commerce 2nd Caribbean Facilities Management Conference **2010**
- T&T Chamber of Industry and Commerce 2nd Printing in Excellence Conference and Award Ceremony **2010**
- Patent Law In Action : Tactics, Strategies and Protection for Intellectual Property International Seminar: International Speaker, Pravin Anand. **TRINIDAD 2010**



PORTFOLIO (Cont'd)

- Local Event Coordinator subcontracted by Forums Inc. an International Event Production company of Miami U.S.A. As local coordinator, managed the following on-site, on-the-day events on behalf of Forums Inc.
 - HP Tech Refresh Tour, **March 2011**
 - HP/ALF Press Conference, **May 2011**
 - HP/AA Graphix event, **May 2011**
 - HP/Multiseat Event, **July 2011**
 - HP Information session and Down the Islands sightseeing networking Tour, **August 2011**
 - SAP Run Better Tour, **October 2011**
 - HP/AVNET Product Display event and Tour to Asa Wright nature reserve, **January 2012**
 - SAP Breakfast Seminar, **February 2012**
 - Dell Blue Night product launch, **March 2012**
 - SAP Innovation Portfolio Roadshow, **June 2012**
 - Lexmark Complete Solution Seminar, **March, 2013**
 - HP One to Few seminar, **April 2013**
 - HP Network Solution Seminar, **May 2013**
 - HP Seminar – **February 2014**
 - HP Seminar – **May 2014**



SPECIAL PROJECTS

- Ministry of Public Administration - CANTO Conference (Exhibition) 2009
- Ministry of Public Administration - UWI e-Learning Conference 2009
- 5th Summit of the Americas – Event Coordinator, Sponsorship and Exhibition for Private Business Forum 2009
- Commonwealth Heads of Government (CHOGM) Conference – Liaison Officer for the Prime Minister of New Zealand and Event Coordinator assigned to the Secretariat for the Private Business Forum 2009
- Rotary Club of St. Vincent - RCSV Charity Golf Tournament 2007, Donald Trump Golf Course, Raffles Resort, Canouan Island, Grenadines.
- Island Events –Event Coordinator - T&T Charity Golf Classic Tournament 2005

TRAINING – INDEPENDENT EVENT FACILITATOR

- Event Management Developmental Training
- Business Communication and Managerial Leadership co-facilitator for two (2) day in-house training with Division Managers, Office of the Prime Minister, NSCS Division, August 2012
- Business Communication, Presentation Skills, Protocol and Team Building, co- facilitator for Five (5) day in-house training, Office of the Prime Minister, NSCS Division
- Event Project Management for Administrative Professionals, Co-Facilitator (Arthur Lok Jack GSB)

REFERENCES

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