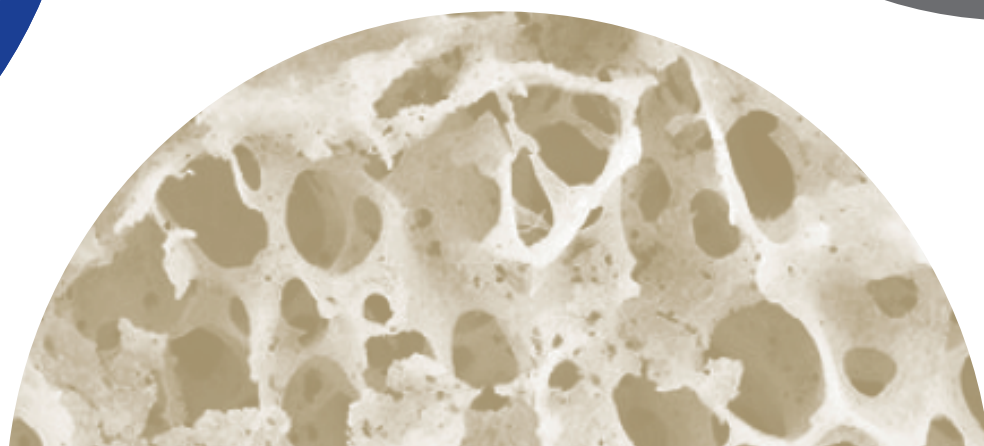


# AOA Services



AOA  
AUSTRALIAN  
ORTHOPAEDIC  
ASSOCIATION



**Australian Orthopaedic Association Limited**

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E [aoa@aoa.org.au](mailto:aoa@aoa.org.au)  
[www.aoa.org.au](http://www.aoa.org.au)



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## Conference and event management



AOA's Conference and Events Management department (CEM) offers a comprehensive management service that handles everything related to your event from advertising to sponsorship to in-meeting co-ordination.

### A dedicated Event Manager

- › AOA's Conference and Events Manager has extensive experience in event management specifically relating to medical scientific meetings. She has established relationships with venues, accommodation providers and every major medical sponsor in the Australian market.

### Advertising and marketing within Australia and the Asia-Pacific region

- › Electronic marketing materials such as save-the-date flyers and abstract-submission, registration-open and program-availability announcements
- › Integrated marketing with member communications such as eNewsletter and print publications
- › Cross promotion at other meetings
- › Design and print of marketing material

### Financial management

- › Preliminary budget preparation, including individually itemised income and expense forecasts
- › Submission of final profit and loss statements upon event completion



## Sponsorship and trade exhibition services

- › Preparation and distribution of sponsorship prospectus
- › Acquisition of signed legal sponsorship agreements
- › On-site exhibition management

## Venue and social event and activity services

- › Selection
- › Booking
- › Co-ordination

## Registration services

- › Conference website creation
- › Customised online registration including abstract submission
- › Management of all delegate registrations, confirmations and cancellations
- › Distribution of weekly registration report

Contact: Alison Fallon  
Conference and Events Manager  
@ [alison.fallon@aoa.org.au](mailto:alison.fallon@aoa.org.au)  
t 0403 652 145



## Education and training



In addition to its refined familiarity with the day-to-day activities involved in running medical training and continuing education programs, AOA's education and training team has developed a comprehensive understanding of the modern medical education environment and unique insight into the development and implementation of structural education enhancement and reform through the AOA 21 Project.

### Consultation and advisory services for training and continuing-education systems

- › The [AOA 21](#) Project model
- › The AOA Bone Camp model
- › The AOA Bone School model

### Support and feedback technology

- › The AOA Training App model
- › TIMS – the Trainee Information Management System model
- › Learning Management System – including foundation competency online resources

### Continuing Professional Development (CPD)

- › Program development assistance

Contact: AOA Education and Training  
@ [training@aoa.org.au](mailto:training@aoa.org.au)  
t 02 8071 8000

## Advocacy



AOA's advocacy department has well-established procedures for handling the complex interactions of the stakeholders of the healthcare environment, including care providers, government bodies, media and private industry. Through relationships with key players in each group, AOA's Advocacy Manager ensures that messages, position statements and expert advice can be safely navigated through Australia's complicated socio-political landscape.

### Advocacy

- › Liaison with government and non-government organisations
- › Liaison with state and federal health departments
- › Facilitation of expert clinical advice, practice and clinical reviews and legal advice
- › Development of responses and submissions
- › Facilitation of media management
- › Facilitation of patient education

### Governance

- › Policy development
- › Complaint management
- › Liaison in regard to legal issues and contract management
- › Committee and project management
- › Development of orthopaedic-specific guidelines and position statements

Contact: Kathy Hill  
Advocacy and Governance Manager  
@ kathy.hill@aoa.org.au  
t 02 8002 1062

# Fellowships

## Fellowship services



AOA's fellowships department provides administrative and financial services founded upon a detailed and up-to-date understanding of the complex web of rules that regulate Australian immigration, health-practitioner registration and medical device company sponsorship.

### Fellowship Administration Service

- › All Royal Australasian College of Surgeons (RACS), Australian Health Practitioner Regulation Authority (AHPRA) and Department of Immigration and Border Protection (DIBP) application and supplementary documentation prepared and lodged on behalf of the fellow and supervisor
- › Established working relationships with government bodies involved
- › Knowledge of the latest changes to immigration, registration and RACS-approval processes
- › Telephone and email support from a dedicated fellowships officer and manager for both fellow and supervisor
- › Professional, efficient and transparent service dedicated to excellent customer service and client satisfaction

## Fellowship Funds Transfer Service

- › Acts as a financial intermediary between funding bodies and sponsored fellowships
- › Allows transparent and arm's-length financial interactions between medical device companies and fellowship supervisors
- › Facilitates internal compliance and adherence to the *MTAA Code of Practice* (or equivalent)

## Fellowship Program Payroll Service

- › Extends upon the Funds Transfer Service
- › Allows the fellow to receive payments directly from AOA
- › Alleviates the administrative burden of receiving and redistributing funds in accordance with tax and payroll legislation

Contact: Susie Obeid  
Fellowships and Research Manager  
@ [susie.obeid@aoa.org.au](mailto:susie.obeid@aoa.org.au)  
t 02 8071 8027

## Websites and technology



AOA's Information Technology (IT) and Communications departments are experienced in website design, development and maintenance. They also have established relationships and experience co-ordinating projects with software solutions partners to integrate public-facing webpages, member-only resources and membership databases.

### Website services

- › Development of easily-maintained and -updated websites
- › Custom event websites (through AOA's Conferences and Events Management department)
- › Membership database solutions
- › Custom registration forms integrated with member databases

### Technology services

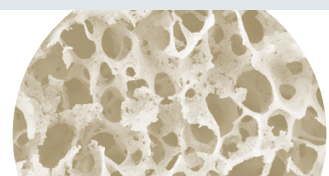
- › App development and management
- › eProceedings (scientific presentation audio and slideshows) recording, management and distribution
- › Online election systems

### Social Media services

- › Twitter, LinkedIn, Facebook and Google Plus account development
- › Growth and engagement coaching
- › Content research and creation training

Contact: **Talysa Trevallion**  
Communications Manager  
@ [talysa.trevallion@aoa.org.au](mailto:talysa.trevallion@aoa.org.au)  
t 02 8071 8072

**Adam Levy**  
IT Manager  
@ [adam.levy@aoa.org.au](mailto:adam.levy@aoa.org.au)  
t 02 8071 8048





## Membership administration

AOA's Membership department handles all communications and administrative duties relating to joining the AOA community and transitioning (for example, from trainee to Fellow) within it.

### Membership services

- › Support and assistance for international medical graduates seeking association membership
- › Transition support for successful graduates of subspecialty training programs seeking full association membership
- › Ongoing maintenance of large, complex and confidential databases including all details crucial to communications and financial interactions
- › Assistance with organising flights and accommodation relating to events, conferences and executive meetings

Contact: Bev Hughes  
Administration and Memberships Officer  
@ bev.hughes@aoa.org.au  
t 02 8071 8055

## Investment management and accounting \$

AOA's finance team provides detailed and transparent accounts and projections. They also prudently but productively manage short- and long-term investment funds.

### Cash management

- › Investing funds in term deposits
- › Cash management accounts
- › Long-term management investments with Centric Wealth Management

### Accounting

- › Preparation of periodic and annual financial statements
- › Arranging audit of annual financial statements

### Administrative services

- › Annual subscription billings
- › Insurance arrangements

### Administrative services

- › Assistance with drafting constitutions for societies seeking to convert company structures
- › Liaison with lawyers in connection with re-arrangement of legal structures

Contact: Chris Macris  
Financial Controller  
@ [chris.macris@aoa.org.au](mailto:chris.macris@aoa.org.au)  
t 02 8071 8041

