

COMPANY PROFILE

Cairo Seminars and Conferences (CSC), established in 1998, provides administrative support services to organizations in handling their events, whether small or large scale i.e. annual meetings, workshops, seminars, conferences, product launchings, retreats..etc. In-house public relations departments, executive secretaries and personal assistants often handle the logistics of such events, however, more and more corporate companies and organizations move toward outsourcing these non-core services, which are often a time-consuming process.

CSC specializes also in *meeting the training needs* of organizations whether by conducting publicly announced workshops/seminars or providing tailored training to a specific organization. The instructors used are hands-on professionals working in their respective fields bringing both theory and practice into the seminars.

CSC's administrative support services are designed to ensure that events are on budget, on time and delivered to the client's expectations. Participants/guests take away positive memories and stronger affinity for our client's organization when we manage the event.

Our support services include but are not limited to the following:

- Researching and Selecting Site Locations & Venues
- Budget Development and Management
- Handling all related Promotional Materials and Branding
- Vendor Negotiations and Contracts (all related service providers)
- Speaker(s) Coordination
- Space and Event Design
- Overall On-Site Logistics and Staffing
- Registration Services
- Entertainment Booking and Coordination



CLIENTELE BASE

In the passed eighteen years, CSC has created a renowned clientele base representing a diverse group whether private or public sector organizations, international organizations, NGO's and also development organizations. The services provided to our clients have been in the form of events management or public/tailored training. These are represented in alphabetical order as follows:

- 3M Egypt Ltd.
- Ain Shams University
- Alexandria Carbon Black Co.
- Almona
- Amideast (AOJS Project)
- Arab Bank Plc.
- Arab Engineering & Distribution Company
- Arab Reform Initiative (ARI) - France
- Arab Swiss Engineering Co. "ASEC"
- Becton Dickinson
- British Council Office in Cairo
- Cairo Institute for Human Rights
- Cairo Waste Water Organization
- Caltex Egypt
- Chemonics – TAPR
- Climate Change Risk Management Programme in Egypt
- Coca-Cola
- Commercial International Bank (CIB)
- Commercial International Brokerage Co.
- Daltex
- Datum International Data Systems
- Egyptian Banks Co. for Technological Advancement
- Egyptian Cement Co. (Orascom)
- Egyptian Environmental Affairs Agency (EEAA)
- Egyptian Society of Engineers
- Engineering Automotive Company
- El Ezz Industries
- El Masria for Engineering & Supplying Works
- Ford Foundation
- GlaxoWellcome
- Global Forum for Health Research – Switzerland
- HLSP - a UK based Consultancy firm
- Human Sciences Research Council of South Africa (HSRC)

- IABSE Zurich (International Association for Bridges and Structural Engineering)
- ICL
- Incolease
- Institute of Cultural Affairs
- Institute for International Education – Development Training Project II (IIE)
- Interaction Institute for Social Change (New York Office)
- International Bechtel Co. Ltd.
- International Institute for Educational Planning (IIEP)
- Intersoft Egypt
- John Snow Inc. (JSI)
- Kodak Egypt
- Lucent Technologies
- Mena for Touristic & Real Estate Investment
- Ministry of Education
- Ministry of Justice
- Ministry of Youth and Sports
- Misr for Construction & Building
- MisrFone Telecommunications (CLICK)
- Morrison Knudsen International
- Multinational Force and Observers
- Nasr Castings Company
- NGO Service Center
- Nile Hilton
- Open Society Initiative (OSI) - Hungary Office
- Open Society Initiative (OSI) - USA Office
- Perfect Trading
- Promark/American Management Association
- Rashid Petroleum Company
- Repsol Exploracion Egypt
- Technotrade
- Telecommunications Engineering Consulting Office (TECO)
- The Arab Contractors
- The British Embassy
- United Bank of Egypt
- United Communications
- USAID
- Venus International Free Zone
- World Bank
- Yousriya Loza Sawiris's Private Office



MAIN ACCOMPLISHMENTS

Events Management & Planning:

- Egypt Boxing Days, Young Arab Voices Project in conjunction with the British Council, April 16-19, 2016, Cairo, Egypt (130 attendees).
- Award Ceremony for the British Council Cairo Office in conjunction with the Ministry of Education entitled: International Schools Award Ceremony, September 15, 2015, Cairo, Egypt (175 attendees).
- Closing Ceremony for the British Council project entitled: Kids Read, September 5, 2015, Magdy Yacoub Heart Hospital, Aswan, Egypt (85 kids and parents).
- Local Project Launching for the British Council Cairo Office in collaboration with The British Embassy and The Ministry of Justice entitled: My Right Project, March 26, 2015, Cairo, Egypt (80 attendees).
- International Policy Maker conference for the British Council Cairo Office in collaboration with The Premier League and The Ministry of Youth entitled: Empowering Women and Girls through Sport (Egypt, Sudan and Tunisia), February 17-18, 2015, Cairo, Egypt (140 attendees).
- International Symposium for the British Council Cairo Office entitled: Employability, Skills and Opportunities for Young People in the Arab World", January 27-28, 2015, Cairo, Egypt (125 attendees).
- Local Workshop for the Connecting Universities Programme at the British Council in conjunction with Al-Fanar Media entitled: Higher Education Workshop, November 16-17, 2014, Luxor, Egypt (55 attendees).
- Award Ceremony for the British Council Cairo Office in conjunction with the Ministry of Education entitled: International Schools Award Ceremony, September 6, 2014. Opera House, Cairo, Egypt (150 attendees).
- Research Dissemination Launch Event for The British Council Cairo Office in collaboration with the Gerhart Center, The American University in Cairo entitled: The Revolutionary Promise - Youth Perceptions in Egypt, Libya and Tunisia, June 10, 2013, Cairo, Egypt (90 attendees).
- Award Ceremony for the British Council Cairo Office in conjunction with the Ministry of Education entitled: International Schools Award Ceremony, April 20, 2013, Cairo, Egypt (175 attendees).
- Local Workshop for the Climate Change Risk Management Programme in Egypt in collaboration with The Environmental Affairs Agency entitled: Achievements and Opportunities for Water, Energy, and Food, April 4, 2013, Cairo, Egypt (210 attendees).



- International Conference for the Arab Reform Initiative - ARI (France Office) entitled: "Future Prospects of the Arab Revolutions", March 14-15, 2013, Cairo, Egypt (55 attendees).
- International Live Debate for The British Council Cairo Office in Collaboration with The Elders and the Anna Lindh Foundation entitled: Building an Inclusive and Democratic Future for Egypt. Panel members included, Gro Harlem Brundtland (first woman Prime Minister of Norway), Jimmy Carter (former President of the United States) and Mary Robinson (first woman President of Ireland) Rights. This was held on October 24, 2012 at the Cairo Opera House (350 attendees).
- International Conference for the Egyptian Society of Engineers and IABSE Zurich (International Association for Bridges and Structural Engineering) May 7 – 9, 2012, Sharm El Sheikh, Egypt, (150 participants).
- Award Ceremony for the British Council Cairo Office in conjunction with the Ministry of Education entitled: International Schools Award Ceremony, March 20, 2012, Opera House, Cairo, Egypt (300 attendees).
- Local conference for the British Council Cairo Office in conjunction with the Ministry of Manpower and Migration, entitled: "Changing Perception of Skills", February 14-15, 2012, Cairo, Egypt (150 attendees).
- Local conference for the British Council Cairo Office in collaboration with the Ministry of Education, National Sports Council (NSC), Egyptian Olympic Committee, Egyptian Paralympics Committee and UNICEF entitled: "TAKE PART: Sports and Young People in Egypt Today", January 29-31, 2012, Cairo, Egypt (250 attendees).
- Local meeting for the British Council Cairo Office entitled: "Skills for Employability", November 21-22, 2011, Cairo, Egypt (150 attendees).
- International meeting for the Open Society Institute (OSI) of the Open Society Foundations (OSF) entitled: "Higher Education and Social Change in the Middle East", January 24 - 26, 2011, Cairo, Egypt (65 attendees).
- International Education Conference for the British Council Cairo Office in collaboration with TVET, entitled: Building Effective Employer Engagement", March 15 – 16, 2010, (125 attendees).
- International Education Conference for the British Council Cairo Office, entitled: Enhancing Quality Assurance for Accreditation at Egyptian Technical Colleges Seminar, November 11-12, 2009 (110 attendees).
- International Conference for the Interaction Institute for Social Change (New York Office), entitled: Philanthropy for Social Justice and Peace, February 23 – 27, 2009 (110 attendees).
- International Education Conference for the British Council Cairo Office, entitled: Connecting Classrooms, July 7 – 9, 2008, Cairo, Egypt (180 attendees).

- All Africa Education Meeting for the Ford Foundation Regional representatives and the Ford Foundation President (45 attendees), September 6 – 14, 2007, Cairo and Alexandria. During the same meeting Cairo Seminar organized the celebration of the Ford Foundation 50th Anniversary (September 8, 2007) held at the Manial Palace Gardens, Cairo, Egypt (450 guests).
- International Conference for the Global Forum for Health Research (based in Switzerland) & the Ministry of Health, entitled: Combating Disease and promoting Health, Oct. 29 – Nov. 2, 2006 Cairo, Egypt (450 participants).
- International Seminar for the the Ministry of Education in collaboration with the International Institute for Educational Planning (IIEP) on Strategic Planning for Education, March 26 - 27, 2006, Cairo (200 attendees).
- International Meeting for the Ford Foundation Board of Trustees, Committee for Knowledge, Creativity and Freedom, March 5 – 10, 2006, Cairo and Alexandria (45 attendees).
- International Conference for the Open Society Initiative (OSI), Hungary Office & The American University in Cairo, Forced Migration And Refugee Studies Program, entitled: OSI Supported Human Rights And Public Interest Law Fellows Retreat, January 26 – 29, 2006, Cairo, Egypt (180 participants).
- International Conference for the Egyptian Society of Engineers & Ain Shams University, Alexandria, Egypt, May 2005 (250 participants).
- International Meeting for the Ford Foundation, Cairo Office: “Global IT Meeting”, for 40 Ford Foundation IT representatives from their international offices, March 29 – April 5, 2005, Cairo, Egypt.
- Annual Alumni Dinner for the Development Training 2 Project (USAID-funded and implemented by the International Institute of Education), June 2004 (700 attendees).
- International Conference for Ain Shams University Genetic Engineering and Biotechnology Research Center in collaboration with the Human Sciences Research Council (South Africa) entitled “Genomics & Society: The Future Health of Africa”, March 26-29, 2004, Giza, Egypt (200 attendees).
- Study Tour for Ain Shams University and HLSP Consulting LTD – UK Office, a Nigerian-Egyptian Health Care System Study Tour for 14 Nigerian Top Health Care Officials, October 4-14, 2003.
- International Meeting for the Ford Foundation, Cairo Office: “Student Perspectives on Higher Education in Africa”, for 45 African Students, June 18 – 22, 2003 – Cairo/Alexandria, Egypt.
- International Conference for the Egyptian Society of Engineers & Ain Shams University, Aswan, Egypt, December 2002 (250 participants).
- Annual Alumni Dinner for the Development Training 2 Project (USAID-funded and implemented by the International Institute of Education), October 2001 (1,000 attendees).

- International Conference for the Egyptian Society of Engineers and FIB Switzerland, Sharm El Sheikh, Egypt, March 2000 (350 participants).
- Quarterly General Lecture Series for the Development Training 2 Project (USAID-funded and implemented by the International Institute of Education), August 2000 – December 2002 (ten lectures, 250 – 300 attendees).
- Quarterly Education Lecture Series for the Development Training 2 Project (USAID-funded and implemented by the International Institute of Education), August 2000 – December 2002 (nine lectures, 150 – 200 attendees).

Training (Workshops and Retreats):

- *Management Skills Workshops*, 2 iterations conducted for the 30 newly appointed females judges and 23 male judges representing different courts around the country (USAID-funded project implemented by AMIDEAST - The Administration of Justice Support Project II) October 20 – 22 and 27 – 29, 2007.
- *Change Management Workshops*, 20 iterations conducted for 25-35 judges each time representing the Mansoura and Alexandria Courts of First Instance, Ministry of Justice (USAID-funded project implemented by AMIDEAST - The Administration of Justice Support Project), April – June 2005 and March – May 2006.
- *Two Strategic Planning Workshops* for 22 participants representing the senior management team of the Judicial Information Center (JIC), Ministry of Justice (USAID-funded project implemented by AMIDEAST - The Administration of Justice Support Project), September & October 2003.
- *Management Skills Workshop series* for 20 top management professionals from the Cairo & Alexandria Stock Exchange, focusing on Communication, Presentation & Supervisory Skills, May – August, 2002.
- *Retreat training program series on Managing the Egyptian Courts* for 35 Chief Justices of the Courts for First Instance (USAID-funded project implemented by AMIDEAST - The Administration of Justice Support Project), focusing on Leadership & Change Management Skills, April & October 2002.
- *Advanced Management Skills workshop series* for 20 mid-career Egyptian professional alumni of the Mubarak Public Development Initiative (USAID-funded and implemented by the International Institute of Education), focusing on E-Marketing, Interviewing Skills, Project Management, Change Management & Presentation and Communications Skills, November 2001 – July 2002.
- *Team Building & Conflict Resolution training retreat* for 45 staff members and consultants for the Development Training 2 Project (USAID-funded project implemented by the International Institute of Education), March 2001.

