

Online Diploma in Event Management

September 2025

Wednesdays - 6:30pm to 9:30pm

Please note this is a provisional timetable and subject to change:

Month	Day	Content
September	24	Introduction to event management, types of events & impacts, overview of the Events Industry, importance of events to Tourism
October	01	Event Categories, event Concept Development, event Planning
	08	Sponsorship, CEDAREE, establishing the correct sponsorship fit, case study
	15	Planning tools and structures, project Management tools for event management, venue selection
	22	Logistics, pre event - on site - post event logistics, health & safety
	29	Risk Management, risk analysis, event safety
November	05	Emerging Technology (11+ types), Big Data, live case examples of emerging tech on site.
	12	Social Media for Events, live Integration at events, emerging trends
	19	Exhibitions and Trade shows, importance of MICE Industry to tourism sector
	26	Sustainable Events, sustainable Events Best Practice Guidelines Running Green Meetings (UN guidelines 2012)
December	03	Live Presentation of Assignment proposal, assignment: Written Event Plan

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