



**CERTIFIED EVENT MANAGER (CEM) – CLIENT REFEREE REPORT**

**CONFIDENTIAL**

Name of applicant: \_\_\_\_\_

Applicant's Organisation: \_\_\_\_\_

Name of Referee: \_\_\_\_\_

Organisation/Event: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

You have been nominated by the applicant as a referee to support an application for industry accreditation with The Professional Conference Organisers Association Inc.

Any information and/or comments provided in this referee report will remain confidential to The PCO Association Inc.

Please send your completed referee report and any supporting information directly to the PCO Association at PO Box 1253, Nerang QLD 4211.

As a client of the applicant, we would appreciate you taking some time to provide details and comments of your experience and relationship with the applicant in the following areas:

- 1. **Professional Conduct** – in your opinion, did the applicant act in a professional manner at all times?

Yes    No

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2. **Professional Advice and Guidance** – were you happy with the advice and guidance provided by the applicant throughout the planning of your event?

Yes    No

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Knowledge of the industry** – do you believe that the applicant has a thorough knowledge of the conference and events industry? (industry trends; supplier products and services etc)

Yes No

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **Financial Management** – were you satisfied with the level of financial reporting and management provided in the planning of your event?

Yes No

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **Administration** – were you satisfied with the timing and level of detail provided in progress reports; agenda and minutes of meetings; final event report etc?

Yes No

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**General Comments:** \_\_\_\_\_

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Thank you for taking the time to supply this referee report. Please provide your contact details below:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If you have any questions regarding The PCO Association industry accreditation or regarding this referee report, please do not hesitate to contact me.

Cindy Axisa  
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