



# KEEPING

AUSTRALIA | NZ | ASIA PACIFIC

# MEETING

CONNECT



NETWORK



LEARN



DEVELOP

## CERTIFIED EVENT MANAGER

### CLIENT REFEREE REPORT

CONFIDENTIAL

Name of Applicant: .....

Applicant's Organisation: .....

Name of Referee: .....

Organisation: .....

Contact Phone: .....

Email Address: .....

Event Details (within last 3 years): .....

You have been nominated by the applicant as a referee to support an application for industry certification 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 return your completed referee report and any supporting information to the applicant, or alternatively to the PCO Association via email to [admin@pco.asn.au](mailto:admin@pco.asn.au).

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:



# KEEPING

AUSTRALIA | NZ | ASIA PACIFIC

# MEETING

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

Yes ☐ No ☐

**Comment:**

**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:**

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

Yes ☐ No ☐

**Comment:**



# KEEPING

AUSTRALIA | NZ | ASIA PACIFIC

# MEETING

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

Yes ☐ No ☐

**Comment:**

**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:**



# KEEPING

AUSTRALIA | NZ | ASIA PACIFIC

# MEETING

## General Comments:

Thank you for taking the time to supply this referee report.

If you have any questions regarding the PCO Association industry certification or regarding this referee report, please do not hesitate to contact us.