

24<sup>th</sup> October, 2016

To whom it may concern.

I am John Wright-Smith, Regional Sales Manager, South East Asia, AMSC.

I run AMSC Technical Workshops quarterly for engineers, with attendances of over 100 per Workshop, and for this I require full business and event support.

I used Kirsten's services previously when she was employed with "The Meetings Manager" and I use her services now she has her own company, and I highly recommend her.

She provides me:

1. Create Workshop flyer.
2. Booking the venue.
3. Coordinating the event with Engineers Australia, EESA, etc, ensuring that the event is publicized on the Association websites.
4. Mail out to various databases.
5. Marketing campaign via LinkedIn, etc.
6. Management of the registration home page.
7. Continuous reporting on registrations, advice whether certain sectors require additional targeted marketing. Liaise with any attendees that have questions prior to the event.
8. Ensuring venue is ready on the day, with working presentation equipment.
9. Meet and greet on arrival, all name badges ready and handed out.
10. Complete organization of catering, and post event catering invoicing
11. Post-Workshop follow-up and feedback

The success of these Workshops and the success of AMSC are certainly enhanced by Kirsten's excellent business and event support skills.

Please contact me if you have any questions.

Best regards,

***John Wright-Smith MBA, BE (Electrical), MIEAust***

**Regional Sales Manager, South East Asia**

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