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TO WHOM IT MAY CONCERN

I worked with Donna Clapham (Conference Organizer Workz4U) from 2019 to 2021 as Convenor of The New Zealand Pain Society's Annual Scientific Meeting, which was planned for March 2020 and was finally held in March 2021 at Waitangi, Northland.

Donna did a fantastic job of holding on to much of the organisation from 2020 to 2021 and managing all the processes which had to be cancelled for 2020 because of Covid 19.

She was well organised throughout the two years, keeping the committee to the timeframe deadlines, carrying out all the negotiations for the venue hire, the conference dinner bookings, transport to and from the airport, hiring the technical team, speaker requirements, advertising, registration etc. Regular meetings between Donna and the committee were efficient and well managed. Communications between myself and Donna were always responded to in a timely manner and any concerns dealt with quickly. My role as Convenor was made very easy because of Donna's efficiency.

Dr Anthony Carrie commented "As chair of the scientific committee for the NZPS 2021 I found Donna Clapham to be an excellent conference co-ordinator. She was well organized, approachable and flexible with our changing circumstances. She communicated well with speakers which made it straightforward to keep the program current despite the many changes that took place."

The actual running of the live event went smoothly and there was great feedback from most participants.

Kind regards

Diane Henare

Convenor New Zealand Pain Society Scientific meeting 2021

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