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**WORKZ4U**  
CONFERENCE AND EVENT MANAGEMENT

# COMPANY PROSPECTUS

SPECIALISTS IN THE ORGANISATION OF CONFERENCES, EXHIBITIONS AND EVENTS FOR THE HEALTHCARE INDUSTRY



**W4U**



**W4U**

**WORKZ4U**  
CONFERENCE AND EVENT MANAGEMENT

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# BRIDGING THE GAP



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"Congratulations on a great conference! What an impressive event and wonderful conference. Everything was great and flowed so seamlessly. I know behind the scenes you dedicated a great deal of time to ensure it was so! From the sessions to dinner to tea breaks and the exhibition hall ... everything was perfect and so conducive to the professional exchange that makes the conference so valuable. Congratulations to the Workz4U team!" ... **Christopher White**, SEVP, General Counsel AdvaMed -- Advanced Medical Technology Association Washington, DC

"I am taking this opportunity to give a huge and heartfelt thanks to you Donna and your team. Workz4U are absolutely our preferred conference organisers. As a small committee we know we need conference planning support but the level of assistance we get from you and the team really is remarkable. Your approach is impeccably professional of course, but also very flexible and it has been much appreciated that we have been able to customise our conferences as we go. It has been great fun working with you - love the way you keep herding us along with the best of humour and look forward to planning next year's grand event!" ... **Dayle Matthews**, New Zealand Association of Clinical Research Conference Convenor



# WORKZ4U CONFERENCE MANAGEMENT —

WORKZ4U Conference Management Ltd is a Professional Conference Organiser (PCO).

We have been delivering conferences, exhibitions and events throughout New Zealand and Australia since 2006. We've delivered over 160 conferences which range from intimate workshops for 100 delegates to international symposiums for over 2,500.

We are dedicated to the professional management of conferences, exhibitions and events and strive to achieve a high quality experience for our organising committees, delegates, sponsors, exhibitors and guests.

WORKZ4U will provide your conference with exemplary strategic planning and fastidious organisational skills, along with a flair for creativity. We also recognise the need to be flexible in these fast-changing times and are very experienced with delivering virtual and hybrid events.

We will ensure our performance reflects positively on the professionalism of your organisation and that your conference objectives are met.

We will deliver your conference on time and on budget and will leave a lasting positive impression on everyone involved in the planning and all those who attend.

MOTIVATED  
FOCUSED  
ACCURATE  
COMMUNICATIVE

*"You have been absolutely outstanding... available, professional and across everything. Your skill set in this area is unparalleled." ... **Dr Rachelle Love**, Royal Australasian College of Surgeons*

*"It was great to be working together again. You were thoroughly on top of the organisation (as always). Well done." ... **Cameron Bennett, MC**, Healthcare Congress 2016, Cameron Bennett Media Ltd*

# INDUSTRY ACCREDITATION



WORKZ4U CONFERENCE MANAGEMENT LTD IS A "BUSINESS EVENTS INDUSTRY ASSOCIATION" (BEIA) APPROVED PCO.

Only a BEIA approved PCO can offer you peace of mind in organising your conference.

To become a BEIA approved PCO, we must, on an annual basis, meet certain criteria prescribed by BEIA. The criteria are rigorous, demanding and designed so that only those who meet the criteria can attain the qualification and become a BEIA approved PCO.

We must be capable of offering minimum services levels plus we are bound by the BEIA code of ethics, rules and responsibilities.

We must have proof of compliance in tax reporting, secure financial systems, meet health & safety requirements, carry public liability insurance and have legal and accounting teams as part of our business structure.

**BEIA approved PCO ... The professional you use when you can't afford an amateur.**

Workz4U Conference Management Ltd is also a member of the Professional Conference Organisers' Association Inc, Australia and a Corporate Member of the Meetings Industry Association of Australia.



"Workz4U Conference Management has a great relationship with our hotel. It is such a pleasure to work with Donna on events from contracting stages right to the event dates operationally. She is very aware of her clients requirements and is able to work with our hotel to ensure that we are briefed and offering the best offer to win business. She is very organised and knows exactly what is needed from our end, very flexible and has a great way of working with our banquets and operations team." ... **Krystal Ikitoelagi**, Event Sales Manager, The Pullman Hotel, Auckland

"Thanks! It has been an outstanding meeting and the Workz4U team are brilliant." **Professor Julian Paton**, University of Auckland



## SYSTEMS, PROCESSES AND PEOPLE

AT WORKZ4U, WE FIRMLY BELIEVE IN THE POWER OF MANAAKITANGA, AND APPROACH OUR WORK WITH AN ATTITUDE OF HOSPITALITY, RESPECT, AND CARE FOR OTHERS.

This guiding principle has served as the foundation of our working relationships to date and has greatly contributed to our success thus far.

Our clients see us as trusted advisors, developing fresh strategic ideas that move the conference forward while mitigating risk.

We understand that success is not achieved in isolation but through the combined efforts of a dedicated team and we manage our partners and suppliers with this in mind. Some of our key clients have been with us for over 15 years.

You'll find us positive and proactive with a can-do attitude. We believe in getting the job done but ensuring the process is enjoyable and seamless. Our proven system of delivery and effective project management skills have been refined over 25-years.

Caring for our people and guests is critical to the success of any of our conferences. We develop Health and Safety plans to ensure that personal safety, crowd movement and public health are key components of the event planning.

Our aim is to create a collaborative and constructive atmosphere within the conference organising committee, where innovation, ideas, and confidence can flourish. We establish a schedule of regular WIP and review meetings, ensuring deadlines are met and budgets are on target, creating a streamlined process that reduces strain on the project team.

We take a leadership role and responsibility for ensuring deadlines, timelines and budget parameters are met, and of course, that delegates have an excellent quality of experience.



"A BIG thank you to Donna Clapham and her team at Workz4U Conference Management, we have nothing but praise for you. We set Donna and her team a very difficult task. Given only 6 months to organise the Day Surgery Nurses inaugural conference, they achieved an incredible outcome. Quite a feat considering the time constraints! From the initial help from the graphics department, to assisting with obtaining industry support, to setting up the on-line registration & banking, the handling of speakers and abstracts, the printing of the conference handbook right through to the final day of the event, Donna and her team took all the worry off our shoulders. Donna's skills with organising and communicating with the conference committee were always prompt and professional. We could never have achieved this high quality event without her help." ... **Di Monro, Mignon Pinfold, Helen Brown, Debbie Golner, Jenny Roberts, Nicky van Praagh, Kathryn Skadiang** 'Day Surgery Nurses' Inaugural Conference



# WHY YOU NEED A PCO

CHOOSING WORKZ4U, A BEIA APPROVED PCO, TO RUN YOUR CONFERENCE MEANS YOU ARE ENGAGING WITH PROFESSIONALS WHO HAVE A PROVEN SET OF HIGH QUALITY SKILLS AND EXPERIENCE.



## Consultation and Communication

- The Workz4U team works closely with your committee throughout the management process to ensure your conference delivers your objectives.
- Electronic and face-to-face communication on a regular basis during the planning process means your expectations are understood and exceeded.

## Experience and Guidance

- Our dedicated team of specialist professionals, including very experienced conference and exhibition managers, have extensive knowledge of conference and exhibition standards and established working relationships with a large group of industry personnel.

## Professionalism and Excellence

- With attention to detail, precise systems and professional implementation we work to ensure your conference is a success in every way.

## Industry Knowledge and Contacts

- Workz4U has an established network of industry contacts including AV suppliers, caterers, venues, speakers, entertainment and other ancillary services.
- We have strong strategic relationships with designers, printers, website developers and IT personnel.
- We provide access to extensive promotional databases that we target for conference sponsorship and exhibition.

## Technology and Expertise

- Workz4U utilises the very latest interactive cloud-based event management software "Aventri". This is supported on a 24/7 basis.
- Our technology allows for easy to use online registration which delegates can access from anywhere in the world, anytime, plus interactive abstract submission, review and author communication.
- The Organising Committee can access real time management and registration reports throughout the planning process.

"Workz4U's organisation and operations are outstanding. We are always provided with the personal attention that we need. We are so happy that Workz4U is able to work with ANZICS to coordinate their meeting. They are always A+ with service and support. Thank you again for a wonderful meeting." ...  
**Andi K. Baxter**, New Zealand





# VIRTUAL CONFERENCING

VIRTUAL CONFERENCES INCLUDE WEBCASTING, LIVE STREAMING, AND ON-DEMAND HOSTING, USING THE LATEST TECHNOLOGY WE CAN HELP YOU KEEP CONNECTED AND INFORMED.

## We can assist you with:

- Helping you choose the best virtual solution to achieve your goals
- Creating opportunities for sponsorship of your virtual conference
- Advising on financial structures and pricing
- Ensuring digital security and privacy requirements are protected
- We can help you protect your investment and ensure that your chosen platform has the right security features so that only those who have paid for access can view it.

Nowadays, plenty of business is done virtually, including conferencing. There are numerous benefits in hosting your conference online.

- Costs are reduced for travel, accommodation, venue, catering and onsite expenses.
- Due to the decreased onsite costs, you can offer a lower the price of admission, enabling those with limited budgets to attend virtually and participate actively.
- Expand your audience - people from across the globe can interact with each other, encouraging attendance from those who would not normally be able to attend in person.
- You are more likely to attract high-demand speakers who don't have the time to commit to a person-to-person conference, but are happy to share on a digital platform, via live streaming or a pre-recorded presentation. We can assist with guidance to ensure speaker content is delivered effectively.
- A virtual conference enables you to create a 'product' i.e. recordings from your conference - that you can continue to share and use as an educational tool after the event. Post-Conference analysis can be reported on outlining attendance and effectiveness, especially useful for sponsors!
- And, finally, there's the obvious: sometimes unforeseen circumstances can make in-person conferences in certain locations and situations simply impossible.

"The relationship between Vidcom New Zealand and Workz4U has been very successful and enjoyable. Donna and the team are professional, efficient, down to earth, and great to work with. Workz4U is always very organised and professional in their communication - providing detailed information on their requirements. This makes our role as a supplier more efficient and ensures we can provide the best solution for their client. By partnering with Workz4U, you will be working with a professional and effective conference organiser. The team will remove the stress of organising your event and ensure your guests have a great experience." ... **Jason Monk, Vidcom New Zealand**

# VIRTUAL OPTIONS

## WEBINARS OR ZOOM PRESENTATIONS

For webinars or more informal meetings we can utilise platforms such as Zoom. We can add value by pushing these platforms out over our live streaming equipment, so you can control the branding, who is seen and when, sponsor banners etc. We can ensure your event gets more exposure and a more professional and polished end product.

## HYBRID CONFERENCES

This combines normal conference gatherings with a live-streaming component. Options include live streaming overseas presenters into the conference and/or streaming out the conference to other regions or countries for those that can't travel. We can stream to an unlimited number of people and collect analytics on viewers which helps build a picture of the value you get out of the online side of the event. We can record all streams so you can offer these on demand post-conference. Interaction of online viewers can still happen through online polling and Q&A, so there is inclusivity for those viewing remotely.

By adding a streaming element to your event you will reach a wider audience and help build awareness and interest for future years of this event.

## VIRTUAL CONFERENCES

Virtual conferences can be developed to stream via the conference website. Branding can be displayed on the website or pushed out over the stream to bring value and exposure to sponsors investing in the event. The presentations themselves can either be live streamed, pre-recorded and played back or a mixture of both. Normally this is dictated by where your presenters are located and the time zone they are in. The key point is that there is flexibility to accommodate both.

Q&A and Panel sessions still happen through the stream and can either be remotely managed or captured from a dedicated room/location to provide a more polished and professional look and sound.

We can also manage and facilitate all the normal elements to your event such as: panel discussions, AGM's, concurrent sessions, Q&A so it's really about deciding on how you want to package this up and deliver it to your audience.

WE CAN HELP YOU TAKE  
YOUR EVENT ONLINE,  
WITH A FULL OR HYBRID VIRTUAL  
CONFERENCE. WE WILL ENSURE  
YOU HAVE ALL THE TOOLS YOU  
NEED TO DELIVER YOUR EVENT  
SUCCESSFULLY IN THE  
VIRTUAL WORLD.

"It was lovely to meet you last week. I would just like to say that I thought you did a fantastic job organising the Conference. I don't think they formally thanked you at the end which was a shame as I don't think I've ever attended a better-organised Conference. So thank you from me, anyway!" ... **John Martindale**, Clinical Data Manager & Monitor, Medical Research Institute of New Zealand Delegate at NZACRes 2019 Conference

"Thanks Donna - you're a star. Thank you for your valued contribution. While an in-person event is always preferable, I think you did a fantastic job putting together a very successful virtual event, with some awesome talks. I really enjoyed it and the feedback I have received has been very positive." ... **Assoc. Prof. David Rice**, PhD BHSc NZRP, President of New Zealand Pain Society 2022



# THE PROCESS

WORKZ4U OFFERS A COMPLETE RANGE OF SERVICES ASSOCIATED WITH CONFERENCE MANAGEMENT, FROM INITIAL GOAL SETTING AND PLANNING TO DELIVERY AND POST CONFERENCE ANALYSIS.

## The Beginning - Planning, Monitoring and Budgeting

- What are the objectives of the conference?
- What do you want the conference to achieve?
- What is important to the committee that needs to be reflected at your conference?

We help you answer these vital questions to get a clear understanding of the conference expectations.

## THE MIDDLE - MANAGING, CONTRACTING AND TIMING

Workz4U can provide an entire suite of services or customise an offering to suit your requirements.

- Administration and secretariat - attending meetings and providing guidance and advice
- Accommodation sourcing, contracting and managing
- Accompanying Person's Programme coordination
- Audio visual - obtaining quotes, contracting and management
- Call for Abstracts - online abstract submissions and author liaison
- Catering - obtaining quotes, contracting and liaison
- Committee liaison and consultation
- Delegate lists - real time registration lists available online during the planning process
- Delegate Registration - collection of fees, immediate online confirmation of registration, managing changes and updates
- Financial management - working budgets and management of all financial accounts
- Graphic design of marketing collateral - quoting, contracting, and coordinating
- Logistics management

"Workz4U Conference Management did a spectacular job in difficult financial circumstances and Donna Clapham's personal diligence and industry was exceptional. Despite my obvious bias and conflict of interest it was one of the best organised and friendliest conferences I have ever attended (and I certainly have a lot to compare with!)." ...

**Ian Civil**, Director Trauma Services, Auckland City Hospital Convenor of Trauma ASM, Combined Australasian Trauma Society and Trauma Association of Canada

NZSOHNS have used Workz4U Conference Management as our conference organiser since 2007, whenever it has been held in NZ. Donna and her team have always provided a very efficient service. They have developed great relationships with our sponsors and have good understanding of the venue and accommodation availability in centres around New Zealand. Workz4U take the effort out of organising our meetings and allow us to concentrate on delivering the best material on the day... **Assoc Prof Patrick JD Dawes**, President, NZ Society of Otolaryngology (Head and Neck Surgery) Inc 2018 & 2019 NZSOHNS ASMs

- Management reports - real time, accurate statistics reports online
- Marketing plan development - advertising, promotion and public relations
- Negotiation of contracts for all service providers
- On-Site management
- Pre/Post Conference tours - sourcing and coordination
- Printing of supporting collateral such as registration cards, social function tickets, name badges and satchel tags
- Programme - assistance with the development of the Scientific and Social programmes
- Project management and process management
- Promotional material - graphic design, printing and collation
- Secure payment facilities with credit card options available
- Social activities and entertainment
- Speaker liaison - registration, coordination of flights and accommodation
- Supplier liaison and coordination
- Timelines, deadlines generation and management
- Venue liaison and contract negotiation
- VIP liaison and communication
- Website development coordination



#### SPONSORSHIP & EXHIBITION MANAGEMENT:

- Sponsorship sourcing, invoicing and managing
- Exhibitor registrations, social functions and accommodation
- Liaison between sponsors/exhibitors and organising committee
- Marketing and sales of exhibition space
- Onsite exhibition management
- Production of sponsorship/exhibition catalogue
- Site inspection, venue liaison and floor plan design

#### THE END - POST CONFERENCE REPORTING

We provide a final report on delegate evaluations in an easy to understand and user friendly format so you can make use of important feedback from delegates themselves.

Our Post Conference report summarises your conference and its achievements. This is a valuable source of information for review of your conference and planning for future ones. Our final accounts provide a summary of actual expenditure and includes copies of all invoices incurred.

COMPETENT  
POSITIVE  
TRUSTWORTHY  
SERVICE  
ORIENTATED

"I wish to formally thank you for your efforts in organising our New Zealand Society of Otolaryngology Head and Neck Surgery Annual Scientific Meeting in Paihia, New Zealand. The conference was a great success and much of this hinges on the careful planning and smooth running of the various academic programs and social events. You and your team at Work4U did a very professional job in this regard and this was much appreciated. There were no significant problems and given our venue limitations all the feedback that I have seen has been positive. There was a good balance of academic presentations, workshops, live operating sessions, RACS endorsed workshops, sporting activities and interesting dinner venues with excellent menus. Thank you very much for everything that you put into the meeting to make it such a success. I hopefully look forward to seeing you as our conference organiser in the future." ... **Bren Dorman**, President, New Zealand Society Otolaryngology Head and Neck Surgery Convenor, NZSOHNS Annual Meeting, Paihia

# WORKZ4U TEAM

OUR CONFERENCE MANAGEMENT STAFF ARE INTERNATIONALLY ACCREDITED AND HAVE MANY YEARS COMBINED EXPERIENCE IN THE CONFERENCE INDUSTRY.



## DONNA CLAPHAM

BCom (Marketing & International Business)  
Managing Director, WORKZ4U Conference Management Ltd  
Certified Conference & Event Manager, PCO Association of Australasia



Donna is the Managing Director of Workz4U and a Certified Event Manager (CEM), the industry qualification for Professional Conference Organisers. She has a Bachelor of Commerce, majoring in marketing and international business, from The University of Auckland. Donna has over 30-years' experience creating, organising and managing events, conferences and exhibitions for the corporate and non-profit world. Donna leads our key accounts and projects.



## CLAIRE WEBBER

Technology & IT Specialist

Claire is an experienced event practitioner with a high level of skill and more than 25 years of experience in the delivery of technology solutions for the events industry. Claire is calm and approachable - essential when working with technology! She is innovative, detail-oriented and creative, with the ability to align outcomes with your event strategy. Claire will ensure the registration technology and mobile app are robust, seamless and effective.



## TONI PURCELL

Conference Co-Ordinator & Sydney Office Manager

Toni joined Workz4U Conference Management Ltd in 2020 and manages our office in Sydney, Australia. Previously, Toni worked in the travel industry for 28 years as a Corporate Travel Consultant. With exposure to all facets of corporate travel, she has brought valuable experience to the Workz4U team. Toni has a great eye for attention to detail and enjoys working with the Workz4U team to deliver exceptional conferences.



## RHOWENA LOPEZ

Brand Manager & Graphic Designer, OrangeCooper

Rhowena has over 20 years of experience in graphic design. She has developed everything from brochures to brands to corporate imagery and worked for large and boutique-size design companies, in New Zealand and abroad. Rhowena has worked with WORKZ4U Conference Management Limited since 2012 to design conference materials that are both informative and brand driven, in order to ensure maximum effect for the conferences WORKZ4U deliver.

### Our Onsite Team includes



## THERESA SPARROW



## MICHAEL CLAPHAM



PROFESSIONALISM  
EXPERIENCE  
EFFICIENCY  
CREATIVE FLAIR





## WORKZ4U CONFERENCE & EXHIBITION CREDENTIALS INCLUDE:

- 
- XVII Symposium on Sleep and Breathing 2023
  - ANZICS/ACCCN Intensive Care ASM 2015
  - Assessment of Suspected Physical Abuse in Children Workshop 2012 - 2024
  - Assessment of Suspected Sexual Abuse in Children 2023-2024
  - Australia and New Zealand Intensive Care Society Conference 2011, 2015, 2018 - 2022
  - Australia and New Zealand Rhinologic Society Conference 2025
  - Australia and New Zealand Society of Palliative Medicine 2010 - 2015
  - Australian and New Zealand Society for Geriatric Medicine ASM 2011, 2017, 2020 - 2022
  - Australasian Society of Parental & Enteral Nutrition Conference 2009
  - Australasian Academy of Facial Plastic Surgery Meeting 2009
  - Australasian Society for Ultrasound in Medicine 2008
  - Australasian Tuberculosis Conference 2008, 2013
  - Bills Day - A Day in Honour of Bill Sugrue 2009
  - Combined Australasian Trauma Society & Trauma Society of Canada ASM 2009
  - Day Surgery Nurses' Special Interest Group Conference 2012
  - Dental Expo & Seminar Series 2009, 2011, 2013, 2016
  - Healthcare Materials Management and MTANZ Conference 2008 - 2010
  - Injury Conference & Pre-Hospital Symposium 2019
  - Internal Medicine Society of Australia & New Zealand 2012 - 2022
  - International Conference on Cancer Nursing 2018
  - International Symposium on Pediatric Pain ASM 2022
  - Medtech Conference 2010 - 2011
  - MTANZ HealthTech Week 2011 - 2017, 2022 - 2024
  - National Trauma Symposium 2020 - 2023
  - New Zealand Association of Clinical Research 2011- 2019, 2023
  - New Zealand Association of General Surgeons Conference & Trainee Day 2008 - 2022
  - New Zealand Private Surgical Hospitals Association Seminars (March & September) 2022-2024
  - New Zealand Lactation Consultants Association Walking Tour 2009 -2010
  - New Zealand Lactation Consultants Conference 2011
  - New Zealand Pain Society Inc Annual Scientific Meeting 2011 - 2017, 2019 - 2025
  - New Zealand Society of Otolaryngology - Head & Neck Surgery 2008 - 2016, 2018 - 2024
  - NZ Paediatric Surgical Nurses & Anaesthetic Technicians Conference 2008
  - NZSOHNS Training Education Accreditation Meeting 2022-2023
  - Perioperative Nurses College of NZNO 2008
  - Podiatry New Zealand Biennial Conference 2012
  - Royal Australasian College of Physicians 2009
  - Royal Australasian College of Surgeons ASM 2008

*"Thank you Donna to you and your team for so seamlessly providing the support and for professionally managing the logistics of the Congress. It is reassuring to leave the "nuts & bolts" in your hands and have confidence in the delivery of the Congress implementation." ... **Faye Sumner**, Chief Executive Officer, Medical Technology Association of NZ*

*I am very pleased to recommend Donna Clapham, Director of Workz4U Conference Management Ltd as Professional Conference Organiser for your conference or event. Workz4U deliver a timely conference with great assistance in guiding with financial management, to ensure that budgets are adhered too. They can offer suggestions to maximise delegate numbers attending and are helpful, very amenable and adaptable to make the conference delivery seamless. In short they take the stress away from the organisation and are very professional in their approach... **Anne Bickers**, Associate Director of Sales, Cordis Auckland*



**"It is my pleasure to recommend Donna Clapham from Workz4U as conference/event planner.**

Donna has a lot of expertise and experience in the event planning and hospitality industry having been the event planner for NZ Acres (NZ Clinical Trials) conference from 2005 to 2017.

I have been convenor for the NZ Clinical Trials conference for 2016 and 2017 and I would not hesitate to recommend Donna to future conferences committees.

Donna is conscientious and diligent in completing timelines and ensuring the conferences have run smoothly. As well as being very personable Donna is quick with responses and communications, and nothing is too much trouble for her.

Donna part has played a big role in ensuring a smooth transition with conferences over the years and her commitment and attention to detail has been outstanding.

I would highly recommend without reservation, Donna and her team as conference organisers, and it is with pleasure our committee has engaged her services again this year.

Please feel free to contact me if you require any further information.

Best Regards

**Eileen Bisley,**

Managing Director,

Clinical Trials NZ Ltd

Eileen@clinicaltrialsnz.com



"Workz4U has been the conference managing company of choice by the New Zealand Association of Clinical Research (NZACRes) annual conference organising committee for the past two years. The level of professionalism and organisation displayed by Donna throughout the entire process has been outstanding. Her knowledge of the New Zealand landscape provided invaluable insights for us in making informed decisions about all aspects of the conference. There was no task too big or daunting that was not positively managed and resolved. This allowed us on the organisation committee to focus on working on getting the best possible programme together. When it came to the functional and logistical aspects of the conference, Donna always offered up options and displayed a degree of flexibility that was outstanding. In addition, she is an extremely pleasant person who is extremely easy to work with and clearly listens to and understands our needs. For us on the organising committee, it was also a relief not to have to worry about any organisation aspect of the conference on the day. Donna and her team efficiently and professionally managed the registration of the delegates, ensured speakers had their presentations loaded into the AV system, provided all necessary information to the exhibitors and handled any 'spot emergencies'. The organisational feedback that we have received from the delegates and exhibitors has been overwhelmingly positive."... **Tim Sato**, *New Zealand Association of Clinical Research, Conference Convenor*

To whom it may concern:

It is with great pleasure that I write this letter of reference for WORKZ4U Conference Management. The International Society of Nurses in Cancer Care (ISNCC) hired WORKZ4U in the Fall 2017 to facilitate our conference - the International Conference in Cancer Nursing (ICCN 2018) to be held in Auckland, NZ from September 23-26, 2018. We were especially interested in a conference management organization that could coordinate all conference activities - from committee planning meetings to abstract review and submission, to helping to secure sponsorship to working with venues and beyond. We had multiple proposals to choose from and believe, without a doubt, that we chose very well. ISNCC is an organization of oncology nursing organizations from across the globe. Our conferences are designed for professional and global leaders in the field of oncology nursing and attendees include staff nurses, advanced practice nurses, academics (from faculty to deans), nurse researchers, nursing administrators (including Directors of Nursing from large hospital and small hospital settings) and global nursing leaders. The conferences generally have between 300 and 500 attendees from across the globe, with a large proportion of attendees from Asia, Australia, the UK and North America. This requires the ability to work with many individuals and multiple systems and organizations to facilitate meeting and attendee logistics. Knowledge of international requirements for attendees as well as local facilities, potential sponsors and amenities are essential.

To say that we are pleased with the conference skills, management and support we have received from WORKZ4U would be an understatement. The team, and in particular our conference manager, Donna Clapham, has been exceptional. They have been comprehensive in their approach, timely in all activities requested, innovative in working with our needs and requirements (including managing time and distance as the Board and Conference Management Committee are located across the globe) and constantly and consistently responsive

to all requests, changes, needs, etc. My committee meets monthly and the sponsorship group meets even more frequently, and our needs are always met. Donna has created a website, dropbox folders, materials (Sponsorship Prospectus, Programme, conference slide template, etc.) and the like to support our conference. As a result of this, we have received more abstracts than in recent years, will be able to accommodate more presenters and feel assured that our conference will be a success.

I cannot recommend any other company that I have worked with as highly as I recommend WORKZ4U for conference management. If I can answer any questions or provide further information, please do not hesitate to contact me.

Sincerely,

**Linda U Krebs**, PhD, RN, AOCN, FAAN

Associate Professor Emerita, University of Colorado College of Nursing Conference Management Portfolio Chair, ISNCC

Email : [linda.krebs@ucdenver.edu](mailto:linda.krebs@ucdenver.edu) Cell : +1 303-618-9121



Diane Henare  
36 Goffe Drive  
Haruru 0204  
Northland

26th September 2021

TO WHOM IT MAY CONCERN

I worked with Donna Clapham (Conference Organiser 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 transferring the 2020 conference 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 organised, 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 2020/2021  
0211504631

## CONTACT US



**WE WOULD WELCOME THE OPPORTUNITY TO ASSIST YOU WITH YOUR CONFERENCE, EXHIBITION OR EVENT. IF YOU ARE LOOKING TO UTILISE A PCO TO DELIVER YOUR EVENT WE'D BE HONOURED TO TALK TO YOU ABOUT HOW YOU CAN TAKE ADVANTAGE OF OUR KNOWLEDGE AND EXPERIENCE.**

For further information or to discuss any of the above, please contact:

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Auckland 1142, New Zealand

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