



Resource Teachers of Learning & Behaviour

Te roopu akoranga whanonga

NZRTLBA Association Conference 2007

To whom it may concern

Neil Maitland of Conference Brokers Ltd was contracted to provide professional support and guidance, and project management for the organising committee of the 2007 National Conference of the New Zealand Resource Teachers of Learning and Behaviour Association.

Neil was instrumental in helping our committee of seven to establish roles and responsibilities for the various administrative portfolios. This enabled us to carry on with our full time jobs, as well as channel our energies effectively in what was, for most of us, a new experience in project work. His staff also took Minutes at our meetings and kept us up to date with timely emails and phone calls.

Neil's experience in driving conference finances enabled us to set and manage our budget according to feedback and guidance we received from him. His financial transparency and ability to answer any queries we had regarding financial matters, meant that our national body was never in doubt as to the financial situation and viability of our conference. We were very pleased to come in under budget several weeks prior to our conference.

Exhibitor and Trade stands helped to make the conference a self funding event and provided cutting edge experiences for delegates that would have been time consuming for us to organise. Conference Brokers contacts with outside providers assisted us enormously with this aspect of the planning.

Conference Brokers Ltd staff were always a pleasure to work with, and went many extra miles for our delegates to ensure that they had the best possible experience at our conference. Feedback from delegates confirmed their gratitude.

I personally appreciated the many occasions that I was able to get ethical guidance and support from Neil when any problems arose. The final report that Neil provided for us was professionally reflective of the successes and challenges of organising such a complex event. In addition, the summary of evaluations was helpful in providing us with recommendations for future organising committees.

I have no hesitation in recommending Neil Maitland and Conference Brokers Ltd for future events of this type.

Regards

Margaret Chatfield
Conference Convenor