

**NEW ZEALAND CONVENTION ASSOCIATION
PROFESSIONAL CONFERENCE ORGANISERS GROUP**



Application for PCO Membership

We
Name of Company

confirm our 'core' business is organising and managing conferences – a 'conference must' involve at least 50 persons and run for 2 or more days.

Name of "Qualified Person":

Contact Details: Postal

Physical:

Telephone: Fax.....

Email:

How long have you been in business?

Are you linked directly to any other company or organisation?

How many conferences a year do you do?.....

What is the average length in days of each conference?

What is the average attendance number at each conference?

I have read the "Minimum Service Levels" document and comply with all criteria contained in that document. I confirm that I / we operate a computerised conference management system (please attach details of software package used).

If this application is successful I also confirm that I have read the "Code of Ethics" pertaining to PCO Membership, and agree to abide by the points outlined in the "Code of Ethics". I have also attached to my application form the relevant contract and financial documents to detail that our companies compliance with clauses 2 and 3 of the ethics document as well as copy of our current Public Liability insurance certificate detailed in clause 14 of the ethics document.

Applicant's Signature :

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Names of Referees:

Conference 1: Event Name:

Date Held:

Number of Delegates:

Name of Referee:

Contact Details (for checking purposes):

Conference 2: Event Name:

Date Held:

Number of Delegates:

Name of Referee:

Contact Details (for checking purposes):

Conference 3: Event Name:

Date Held:

Number of Delegates:

Name of Referee:

Contact Details (for checking purposes):

Please provide written references for all three conferences.