

5 March 2009

To whom it may concern

Letter of recommendation for Carmen Fitz-Gerald and Jacqui Ingram-Klopper [ACES]

It gives me great pleasure to write a letter of recommendation for Carmen Fitz-Gerald and Jacqui Ingram-Klopper, for I have only positive things to say about them.

Carmen and Jacqui organised the Joint Annual Linguistics conference of the two main South African Linguistic societies, which was hosted by our department. This conference was held in Durban from 5-7 July 2006. Carmen's and Jacqui's responsibilities were extensive and included: managing the finances (drawing up a budget, receiving conference registration fees, organising all conference-related payments etc.); booking of conference venues, technical equipment, catering and transport; organising venue logistics and security; creating and administrating the conference website; providing a list of accommodation options; writing letters to potential sponsors; drafting the conference announcement; designing the registration form; creating a data base of conference participants and abstracts received; sending out letters of acceptance/rejection to all applicants; producing a conference booklet; setting up the registration area; attendance at the registration desk and full-time assistance during the conference.

In every single respect, the organisation of the conference was truly outstanding. As the chair of the academic conference team in Linguistics, I communicated frequently with Carmen and Jacqui in the months before, during and after the conference, and I was impressed by their excellent managerial and administrative skills and by their thoroughness, reliability, resourcefulness and integrity. They were always available and always on top of things, they showed absolute commitment at every stage of the conference organization, and they demonstrated clearly that they could manage difficult situations as these arose. Moreover, I found them to be very friendly, helpful and accommodating, and not surprisingly, they developed excellent relations with the members of the academic conference team and the conference delegates.

In light of my experiences, I can highly recommend Carmen Fitz-Gerald and Jacqui Ingram-Klopper's services as conference organisers.

Sincerely,



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