



June 11, 2007

Kelley Parlier
Your Event Solutions
104 Cherrybark Drive
Coppell, Texas 75019

Dear Kelley:

I want to thank you let you know how much I appreciate your hard work and dedication to making the **MD Operators Conference** in Tokyo a success. Without your professional assistance, this conference would not have been as well organized or well attended. Thank you for your tremendous effort, and for making the conference a complete success!

Areas in which **Your Event Solutions** assisted us included but where not limited to:

Established and negotiated contracts for all 3 hotels for the 2007 MD Operators Conferences located in *Tokyo, Japan; Montreal, Quebec, Canada; and San Diego, California.*

- Room minimums, upgrades & other contractual concessions
- Audio visual coordination for the meeting
- Catering efforts
- Transportation and logistics & VIP efforts
- Coordinated a Japanese / English Translation team to conduct consecutive and continuous translation services for all the Japanese attendees listening to English speaking presenters.
 - *All audio equipment logistics surrounding the translation booth & equipment requirements*
 - *All translator transportation and accommodations*
- Coordinated all engine manufacturer presenter contacts and their attendance and support
 - *Coordinated the sponsorships of lunch and coffee breaks*

Marketing

- Maintained attendee target mailing list
- Created master list of registered attendees
- Coordinated 'Save the Date' campaigns and e-invitations
- Coordinated all follow up letters and meeting minutes

I would recommend Your Event Solutions to any company that needs to host a professional event or conference. The initiative, organization, problem solving and planning YES provided has been an integral part of making MD Operators Conferences successful. Thank you for all of your hard work.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian K. Reid".

Brian K. Reid
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