

The Company

Within the realm of conference planning, Details offers all of the skills necessary for hosting a meeting, corporate event, conference, seminar, special event, etc. Some of the services offered include site selection, exhibit hall planning, speaker and entertainment liaison, social programs, companion programs, promotion and marketing, sponsorship solicitation and acknowledgment, computerized registration processes, accommodation and food & beverage arrangements and audio-visual liaison. Additional conference services that we can provide are: multi-lingual translation, poster sessions, call for proposals and/or abstracts, video conferencing, off-site tours and multi-media presentations, gala or award luncheons or dinners, and golf tournaments.

Not only do we take care of the details of your conference, event or meeting but our creativity will enhance your event to make a strategic impact with your delegates and guests. We will also work with you to develop innovative team building and incentive programs that meet your goals.

Jean Silzer, CMP

With the background of a teacher, Jean brings to the conference planning industry an extensive knowledge of learning styles and life-long learning needs that have proven valuable in planning varied education programs for conferences and seminars. With a strong belief in accreditation, Jean sought out and achieved one of the recognized certification in the industry—namely Certified Meeting Professional and in 1990 was the first person in Alberta to receive

this designation. In addition to her activities within Details, Jean is active in her professional organization, Meeting Professionals International. She has served a two-year term as the Canadian representative to the Meeting Professionals International Board of Directors as well as various positions with the local MPI chapter. Jean chaired for the revision of the Occupational Standards Book for the meetings industry and the revision of the textbook Meetings and Conventions: A Planning Guide. Jean has also been involved as a City Discussion Group Leader of the Accepted Practices Exchange for the Convention Industry Council.

Details! has been operating as a conference and event management business since September 1988.

Niesa Silzer, MHA

With an extensive planning background, Niesa joins Details! after a history of touring Broadway shows as a stage manager. Her creativity and passion for creating unique programs has been seen both as a stage manager and with her events planned in Toronto. Niesa has returned from working as a Client Experience Architect for Tourism Toronto and will take your events to the next strategic level. Her relationships with planners and suppliers across Canada will ensure your program is very well taken care of. Niesa has obtained her Masters Degree of Hospitality Administration from the University of Nevada, Las Vegas with a concentration in convention and event management. In 2005 Niesa was nominated for the *MPI Toronto Chapter's New Member of the Year award.*

