

## EVENT/PROJECT FILL FORM

This form should be sent duly filled to NUMED prior to any event acceptance (by fax to 961 1 390592 or by mail to info@numed.me).

### **I- EVENT ORGANIZING INSTITUTION**

- NAME OF INSTITUTION: ----- MAIN ACTIVITIES: -----  
 - Address: ----- Tel: ----- Fax: -----  
 Mail: ----- Website: -----  
 - CONTACT PERSON: ----- Tel: ----- Mail: -----

### **II- EVENT DETAILS**

1- EVENT TITLE/THEME: ----- EXPECTED NUMBER OF VISITORS: -----  
 2- DATE: From -----/-----/----- to -----/-----/----- TIMING: From ----- to -----  
 3- LOCATION (Country, city, street, building): -----  
 4- EVENT GOALS AND OBJECTIVES: -----  
 -----  
 5- TARGETED POPULATION (adults, families, infants, adolescents, scientists, etc.): -----  
 -----  
 6- TYPE OF ACTIVITY IF ANY (presentation, games, conference, etc.): -----  
 -----  
 7- DETAILED DESCRIPTION OF NUMED ROLE: -----  
 -----  
 -----  
 -----  
 8- EXPECTED FEES/RENTAL (\$/m3) (specify): -----  
 9- SPONSORS/PARTICIPANTS OTHER THAN NUMED:  NO  YES: Specify (Name, amount, etc.): -----  
 -----  
**Date:** ----- **Signature:** -----

---

### **RESERVED FOR NUMED**

1- DEPARTMENT: ----- PERSON IN CHARGE: ----- TEL: -----  
 2- NAME OF OTHER PEOPLE INVOLVED: -----

### **DOCUMENTS TO BE FILLED BY NUMED ONCE FINAL APPROVAL IS GIVEN**

- |  |   |
|--|---|
| <input type="checkbox"/> List of Products for Internal need (ADM015)       | <input type="checkbox"/> Event/Project Stand Plan (ADM003)        |
| <input type="checkbox"/> Event/Project Cost Sheet (ACC003)                 | <input type="checkbox"/> Event /Project Member Functions (ADM007) |
| <input type="checkbox"/> Event/Project Specific Products/employee (ADM008) | <input type="checkbox"/> Consumables Purchase Order Form (ADM005) |
| <input type="checkbox"/> Stationery Purchase Order Form (ADM009)           | <input type="checkbox"/> Event/Project Time Schedule (ADM006)     |

**GENERAL MANAGER DECISION:**  Approved  Rejected  to be reviewed

NOTES: -----

GENERAL MANAGER SIGNATURE: ----- DATE: -----