

EVENT MANAGEMENT OFFICE ENQUIRY

ENQUIRY DETAILS

2021

Date of Enquiry

D	D	M	M	Y	Y	Y	Y
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Contact Person

Organisation

Name of Unit
(SAMRC only)

Work Tel.

Email Address

Mobile No.

EVENT DETAILS

Name of Event

Event Type

Symposium

Workshop

Conference

Seminar

In which country would the event be hosted?

If in South Africa, in which region?

Attendance

In person

Virtual

Proposed Dates

From

D

D

M

M

Y

Y

Y

Y

Y

Y

From

D

D

M

M

Y

Y

Y

Y

To

D

D

M

M

Y

Y

Y

Y

Y

Y

To

D

D

M

M

Y

Y

Y

Y

Number of delegates (PAX)

Additional Information

PLEASE NOTE:

- The MRC Event Management, pending on the event requirements, will present clients with an event budget for discussion and approval
- Contract with draft budget will be presented to client for signature

GENERAL INFORMATION

Will we be required to manage the following services? If yes, please provide information.

<input type="checkbox"/>	Registration	If yes, do you have a proposed registration fee or would you like us to propose a fee?	
<input type="checkbox"/>	Exhibitions		
<input type="checkbox"/>	Abstracts/reviews		
<input type="checkbox"/>	Scholarships/bursaries (incl. no. of each)		
<input type="checkbox"/>	Speakers arrangements (incl. no. of speakers)		
<input type="checkbox"/>	Social events	Welcome reception	
		Dinner	
<input type="checkbox"/>	Conference material		
<input type="checkbox"/>	Website		
<input type="checkbox"/>	CPD accreditation		
<input type="checkbox"/>	Other		

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