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|  | Procedures |
| **Subject: Request procedure for setting up an event at PMI-OC website** |

This form needs to be submitted to itrequest@pmi-oc.org at least 2 weeks prior to the published date. Together with this request, attach a picture of the speaker (if any) in JPG format about 160 x 180 in high resolution

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| --- | --- | --- | --- | --- |
| **General Information** | | | | |
| Name of event | |  | | |
| Date event is to be published: | |  | | |
| Date submitted: | |  | | |
| Submitted by: | |  | | |
| Contact Email: | |  | | |
| Company name: | |  | | |
| Company’s logo: | |  | | |
| Company’s url: | |  | | |
| PDUs | |  | | |
| **Event information** | | | | |
| Title of event: | |  | | |
| Day(s) event is active | |  | | |
| Time of the event | | From: To: | | |
| Location where event will take place | |  | | |
| Description of event: | | | | |
| Any link for additional information on this event: | |  | | |
| **Speaker information** | | | | |
| Speaker name: | |  | | |
| Biography of speaker: | | | | |
| Picture of speaker (in color, professional and in high resolution) | |  | | |
| **Registration fee matrix** | | | | |
|  | Early Bird  (define exact date) | | In Advance | At the door |
| Member Pricing |  | |  |  |
| Non Member Pricing |  | |  |  |
| Other: | | | | |

12/09/2012