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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