



# TRAINING WITHIN REACH

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## EVENTS MANAGEMENT: Turn Your Event into a Success

### COURSE OUTLINES:

#### **Planning and developing event proposal**

- Interpret event brief
- Develop proposal and bid details
- Develop bid materials
- Submit or present the bid or proposal on time

#### **Developing an event concept**

- Identify overall event objectives and scope
- Establish event concept, theme and format

#### **Developing an event program**

- Identify conference objectives
- Design conference program
- Finalize program details

#### **Selecting event venue and site**

- Analyze venue or site requirements
- Source event venues or sites
- Confirm venue or site arrangements

#### **Developing and updating event industry knowledge**

- Source and apply information on the structure and operation of the event industry
- Source and apply information on the ethical and legal issues for the event industry
- Source and apply information on event industry technology
- Update event industry knowledge

### **Providing on-site event management service**

Prepare for on-site management  
Oversee meeting/event set-up  
Monitor meeting/event operation  
Oversee meeting/event breakdown

### **Developing and updating knowledge on protocol**

Seek information on appropriate protocol procedures into work activities  
Integrate appropriate protocol procedures into work activities  
Update knowledge of protocol

### **Managing contractors for indoor events**

Identify event operational requirements  
Source contractors  
Monitor contractors

**SEMINAR FEE:** Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

### **TERMS ON PAYMENT:**

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

### **CANCELLATIONS**

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at [www.ilearnph.com](http://www.ilearnph.com). You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through [admin@ilearnph.com](mailto:admin@ilearnph.com)

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