

MGMT CONFERENCE SHEET

Name:		Section:
Name of conference / event:		Date:
Venue:		Estimated number of participants:
Webshop? (Yes / No)		Approved budget attached? (Yes / No)
Approved deficit guarantee? (documentation attached)		Approved split of surplus? (documentation attached)
Place: 5511	Project number:	Activity number:
Approved by (Head of Section or Head of Department):		
Approved by administrator (Lone M or Solvejg):		
Short description of the event:		
Estimated need for support:		

When organising a conference or an event, please remember ALWAYS to submit Expense Forms before any purchase.

Please hand in this form to Lone M or Solvejg in order to ensure the correct administrative set-up from the beginning.