

**Web announcement for event manager**  
**Event Management**

**6<sup>th</sup> SAARC Health Ministers' Meeting, Colombo, Sri Lanka, 27<sup>th</sup> - 29<sup>th</sup>, July 2017**

The Ministry of Health, Nutrition & indigenous Medicine invites quotations from reputed, experienced event management organizations to manage a regional conference attended about 70 participants during the period 27<sup>th</sup> - 29<sup>th</sup> July 2017 in Colombo.

Services required are in the following areas:

1. Photography
2. Flower arrangement
3. Backdrops & Banners
4. Reception and Cultural events
5. Organize Compeers for the event
6. Dockets, Conference bag
7. Printing of cards
8. Ushering
9. Setting up IT & Wi-Fi Equipment
10. Coordination of arrangements for media & the Press
11. Arrangements for vehicles for SAARC Health Ministers and other high level delegates
12. Coordinating with housekeeping & troubleshooting to ensure smooth function
13. Coordinating with the hotel on the conference facilities and meals

A detailed list of requirement can be collected upon request from the International Health Unit, Ministry of Health, Nutrition and Indigenous Medicine.

Contact number: **0112688255**

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Quotations need to be urgently hand delivered on or before **05<sup>th</sup> July 2017** to **Director, International Health, Management, Development and Planning Unit, Ministry of Health, Nutrition and Indigenous Medicine.**