

Web announcement for event manager
Event Management
Global Consultation on Migrant Health 21st - 23rd February 2017

The Ministry of Health, Nutrition & indigenous Medicine invites quotations from reputed, experienced event management organizations to manage a global conference attended by over 100 participants during the period 21st - 23rd February 2017 in Colombo.

Services required are in the following areas:

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

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

Contact number: **0112694058**

Email: **organisationdevelopmentmoh@gmail.com**

Quotations need to be urgently hand delivered on or before **16th January 2017** to **Director, Organization Development**, Management, Development and Planning Unit, Ministry of Health, Nutrition and Indigenous Medicine.