

# SEBUT HARGA

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## LANTIKAN SEBAGAI KOORDINATOR BAGI SIRI WEBINAR NATIONAL COMPETITIVENESS

PERKARA	HARGA
<ul style="list-style-type: none"><li>✓ Start the webinar system an hour earlier for necessary preparation</li><li>✓ Coordinate the sessions</li><li>✓ Design poster/brochure (Deliverable: poster/brochure)</li><li>✓ Identify attendees and send invitation to stakeholders via email and social media platform</li><li>✓ Assist moderators and speakers during Q&amp;A session, as well as to respond on any queries in chat box</li><li>✓ Prepare, provide and manage technical support during the webinar (internet connection, recording, screen shot of the event)</li><li>✓ Prepare report on the webinar session (attendance list, analysis of the survey and list of questions and answer of the session) (Deliverable: Report of the session)</li><li>✓ Key-in participant details in CDMO Customer Database</li></ul>	<b>RM 500.00</b> Untuk 1 Sesi

### Notes

1. All cheques should be crossed and made payable to **Syed Izzat Emir Syed Ahmad Razali**
2. Please bank-in cheque/ cash to the following account:

**Bank Malayan Banking Berhad 164165038118**

Kindly email to [izzat\\_emir@hotmail.com](mailto:izzat_emir@hotmail.com) bank in slip with the invoice number once payment is made for our record

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