

QUOTATION

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APPOINTMENT AS MODERATOR AND RAPPORTEUR FOR NATIONAL COMPETITIVENESS WEBINAR SERIES

PERKARA	HARGA
1. RESPONSIBILITIES OF A MODERATOR a) Introduces the panelist and solicits questions from the audience b) Ensures speakers adhere to the time limit c) Organise a pre-call with panellists, if applicable d) Meet specified deadlines (e.g: rehearsals, during webinar session) e) Conclude the gist of the webinar session	RM280/webinar
2. RESPONSIBILITIES OF A RAPPORTEUR a) Prepare a written report for the webinar session in the following formats: i. Maximum 5 pages (including webinar details, summary of topics discussed, Q&A and other relevant contents) ii. Font Arial Size 12 and 1.5 spacing b) Ensure that the webinar session, outcomes and Q&A are clearly recorded. c) Submit the report in a week after the webinar session. d) Meet specified deadlines (e.g: submit reportt	RM180/page (Total: RM900/webinar)
TOTAL	RM1,180/webinar

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 bank in slip with the invoice number once payment is made for our record

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