**Annex 1:**

**Purpose: Advanced cancer registration course programme**

**Period:** 21-25 January 2019

**Participants:** 30 participants

**Venue:** please provide the venue for the event, Chisinau, Republic of Moldova

| Item | Generic Description | No.days/ units | Quantity | Unit price USD | Subtotal USD |
| --- | --- | --- | --- | --- | --- |
|  | Conference room for 30 participants | 5 days | 1 room |  |  |
|  | Set of equipment for projection of PowerPoint presentations  (for Engl and Romanian presentations)   * Laptop w/connection to internet * Projector * White screen * Internet access (WiFi) | 5 days | 1 set |  |  |
|  | Stationary for each participant   * Folder with event sticker * Notebook * Pen * Agenda | 1 | 30 sets |  |  |
|  | Printing of badges for participants and table name tags for speakers |  | 30 sets |  |  |
|  | Wireless hand free equipment and headphones for simultaneous interpretation on 21 Jan and 25 Jan 2019 | 2 days | 30 sets |  |  |
|  | Pointer and long-distance clicker for screen | 5 days | 1 piece |  |  |
|  | Booth for interpretation on 21 Jan and 25 Jan 2019 | 2 days | 1 booth |  |  |
|  | Radio microphones for the auditoria | 5 days | 4 microphones |  |  |
|  | Memory sticks (8 GB) |  | 30 sticks |  |  |
|  | Coffee breaks\* (2 per day) to be served near the meeting room (please provide detailed description of the menu for coffee breaks) | 10 coffee breaks | 30 participants |  |  |
|  | Lunch\* (1 per day), to be served near the meeting room. Please provide detailed description of the menu | 5 lunches | 30 participants |  |  |
|  | Still/sparkling water in 0,5 l bottles  (2 bottles/day/person) | 5 days | 300 bottles |  |  |
|  | Printing, A4 B/W:   * Workshop /background materials, | 10 pages | 30 sets |  |  |
|  | Documenting the event by taking pictures  (original & resized pictures) and group photo during   * 21 Jan 2019 (morning ) | 2 days | 2,5 hours |  |  |
|  | Printing of the group photo for each participant | 1 group photo | 30 participants |  |  |
|  | Booking of Accommodation (4 star hotel)  with breakfast and WiFi  check in on 20 Jan check out on 26 Jan  26 Single rooms (\*\*self-payment) | 6 night | 26 single rooms |  |  |
|  | ***TOTAL*** |  |  |  |  |

\*Please provide detailed menu in accordance to the WHO guideline: <http://www.euro.who.int/__data/assets/pdf_file/0005/373172/healthy-meetings-eng.pdf?ua=1>

\*\*Booking only. Participants will pay for themselves.

\*\*\*All price(s) quoted do not include VAT