**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 Jan26 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