



Training The Art of Events Planning & Management

Main language: English

Dates: Monday June 13, 2022
 Wednesday June 15, 2022
 Friday June 17, 2022

Schedule : From 3:00 pm to 8:00 pm

Location: CIS Campus- Building B - 1st floor- CFP training room

Disciplinary Field: Economy, Management, Banking, Insurance

Cost per participant : 535\$ (bank transfer not fresh)

[Register here](#)

This training is designed to equip participants with the knowledge to launch and organize events. It will oversee an event from start to finish and it will provide learners with the required skills to plan and execute large scale events. The program material will cover:

1. Introduction to Events Planning and Management
2. Site Selection and Contacting Suppliers
3. Sponsorship
4. Budgeting and Financing
5. Event Production & Tools
6. Risk Management
7. Marketing and Promotions
8. Logistics
9. Teamwork
10. Event Closure and Evaluation

Aya Saidi

Aya Saidi, Event specialist , has been working for 8 years in the field. Founded her own company "The Planner", where she leveraged her experience and executed many kinds of events as: Concerts (featuring Music hall, Guy Manoukian, Nancy Ajram, Sherine Abdel-Wahab), Festivals (Spring Festival), Sports Events (Marathon, Triathlon), Conferences, Corporate events, and many more.

Target Audience: Students, Alumni, Professionals