Event Initiation Request

Date	2/2/2024	**Request No** *	**EIR2/2/2024-904**
Employee Name *	Maha Khaled Ali Basuwaid	**Employee ID** *	KU1311
Position	Alumni Senior Specialist.1011145	**Department**	Career Services
Email	maha.basuwaid@ku.ac.ae	**Mobile**	0507722191

☐ **Raise this request on behalf of someone else?**

Do you have external guest speaker for this event? *   Yes

Speakers List

* Note: You have to get VS Request No. from **here**. Simply submit VS Request for the <u>Guest Speaker</u> and provide the request no. below for each speaker.

Name *	Title *	Specify VS Request No. *
TBC	tbc	TBC

* Note: Below list of relevant document will require while submitting VS Request (depending on type of visitor engagement). Kindly make sure to review KU Research Visitor Guidelines.
To submit VS Request and VS Request numbers for speakers, please click **here**. Simply submit VS Request and provide the request no. for each speaker above.

(A) Documents from the Host Faculty

1. Information Sheet
2. IP Form
3. Visitor Statement of Work (SOW). (Note: This can be used if there is additional information as part of the SOW).
4. Project Description.

(B) Documents from the Visitor Scholar / Researcher

1. CV.
2. Clear Passport Copy.
3. Clear Passport Picture (white background).
4. Pre-Employment Medical Questionnaire
5. NOC from the Current Sponsor (for Expats resident in UAE).
6. Visitor IP Agreement form the Current Organization / University (if any).
7. Emirates ID for UAE Residents.
8. Family Book for UAE Nationals.

Event Information

Event Name*	Emirati Graduate Gateway "Connecting Talent with	Event Type*	Workshop
Event Focus*	⦿ KU Community Event ○ Public Event		
Affiliation Conference Name*	Emirati Graduate Gateway "Connecting Talent with Opportunities"		
Proposed Start Date*	2/16/2024	End Date*	2/21/2024
Start Time*	8am	End Time*	4pm

**Total Estimated Event Budget in AED*   3,000
(Department will cover the cost if needed)**

Contact Person Name*	Maha	Mobil Number*	0507722191
Contact Person E-mail*	maha.basuwaid@ku.ac.ae		
Purpose of the Event*	Career event for the students, brining different employers to recurite for students and alumni and brining speakers for career talks, this event is a collabration with Mewhaeb Hub		
Event Objective and Description (about 150 words)*	Career event for the students, brining different employers to recurite for students and alumni and brining speakers for career talks, this event is a collabration with Mewhaeb Hub		

☐ Executive Management attendance be required

Budget

Ledger	KUST - Khalifa University

- ⦿ By Department
- ○ By Project

Note: Maximum budget lines allowed is 2 and it should be from the same ledger.

By Department

Cost Center	8471250-KUST - Career Services	Account	425510-Conferences seminars and exhibitions and other events: - Local Events
Future 1/Fund	847001-KUST - General	Expense Sub Class/Program	847080-Counseling and Career Guidance
Percentage	100		

☑ **Venue Required**

Venue Type

Please, make sure you have already booked the venue on the booking system, and fill below the booking details.

Event Location	☑ Main Campus	Khalifa innovation center (KIC)
	☐ SAN Campus	

☐ **Invitees List**

☐ **Catering Required**

☐ **Logistics/Miscellaneous Required**

☐ **Design Required**

Attachments

Cancel

Approval History

Activity	Name	Outcome	Date	Comments
Approval From Events Team Assigned	**Mohamed Maatouq Abdulrahman Saqar**	**Pending**	**-**	**-**
Approval From Events Team	Nasma Salem Saeed Al Ameri	Assign to Events Team Member	Friday, February 9, 2024 8:02 AM	
Approval From Director Marketing and Communications	Sayed Al Hashmi	Assign to Events Team	Thursday, February 8, 2024 5:20 PM	
Approval From Finance	Noora Alsheebani (Finance and Budget)	Approve	Monday, February 5, 2024 2:41 PM	)
Approval From Line Manager	Maryam Al Kindi	Approve	Monday, February 5, 2024 1:33 PM	