

Monthly Report

Date:
Submitted By:

1. Sponsorship – Exhibition

Company	Sponsorship	Exhibition sq.m	NET amount	VAT

2. Registrations

Registration Type	No of Registrations	Amount per registration	Total Amount

3. Invited Speakers breakdown (*detailed report attached*)

Invited Speakers	Accepted	Pending	Declined

4. Abstracts submitted (*detailed report attached*)

Topic	Presentation Type		
	Oral	Poster	Video

5. Accommodation

	Date 1	Date 2	Date 3
Reserved			
Booked			
Remaining			

6. Invited Speakers breakdown (per country)

7. Abstracts submitted breakdown (per country)

8. Marketing report breakdown

Newsletters

Website analytics

Social media analytics