AIR ACADEMY · EVENT SHEET

Event confirmation sheet

AIR APAC Center for AI Readiness

One page, completed by the organiser and AIR Academy before the event. Both keep a copy.

Event name, organiser, named contact (email and phone)	
Date, start time and time zone, length (60, 30 or 15 minutes)	
Venue and room, or online platform and who hosts the link	
Expected attendance and who they are (owners, managers, professionals, sector)	
Language of delivery; currency for the case (USD, RM, SGD, or another on request)	
Presenter: name and organisation; for a partner presenter, the project schedule it is approved under	
Who prints the workbooks, and how many	
Promotion: where the description and graphic will appear, and by when	
The QR moment agreed: last six minutes on screen, with mobile data or Wi-Fi in the room; flip chart provided	
Recording: yes or no, for what use, and who agreed it	
Speaking fee and travel, as agreed in the partner conversation	
Cancellation: notice period and what is payable	
Written agreement in place: referral agreement, or project schedule for partner delivery (which), and the event code	

Agreed by (organiser, name and date) _____ AIR Academy (name and date) _____