## SECTION A – NOMINATION

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<th>Item</th>
<th>Name of Nominee</th>
<th>Conference Fee</th>
<th>Country</th>
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## SECTION B – DETAILS OF CONFERENCE

i. Conference Title

ii. A brief description of the Conference/Training/Seminar (attach synopsis)

iii. Organizing Agency/Institution:

iv. Venue:

v. Duration of the programme:

vi. Start date End date:

vii. Relevance of the programme to employee’s assigned role:

Name of HOD/Supervisor: Signature Date:
SECTION C – HEAD OF HR DEPARTMENT

Is the training relevant to the job description of the requesting staff
a. Yes ☐  b. No. ☐

Do you recommend the application to be approved?
  a. Yes ☐  b. No ☐

Justification/Reason for recommending or not recommending…………………………………………………………………………………………………………………………
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Name of Officer……………………………Signature:………………………… Date………………

SECTION D – HEAD OF DIVISION – VICE PRESIDENT/REGISTRAR

Is the training relevant to the job description of the requesting staff?
  b. Yes ☐  b. No. ☐

Do you recommend the application to be approved?
  b. Yes ☐  b. No ☐

Justification/Reason for recommending or not recommending…………………………………………………………………………………………………………………………
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Name of Officer……………………………Signature:………………………… Date………………

SECTION F – PRESIDENT

Do you approve the application?
  a. Yes ☐  b. No. ☐

Justification/Reason for approving or not approving:……………………………………………………………………………………………………………………………………
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Name:…………………………………………Signature…………………Date:………………