

MMSA Event Report Form

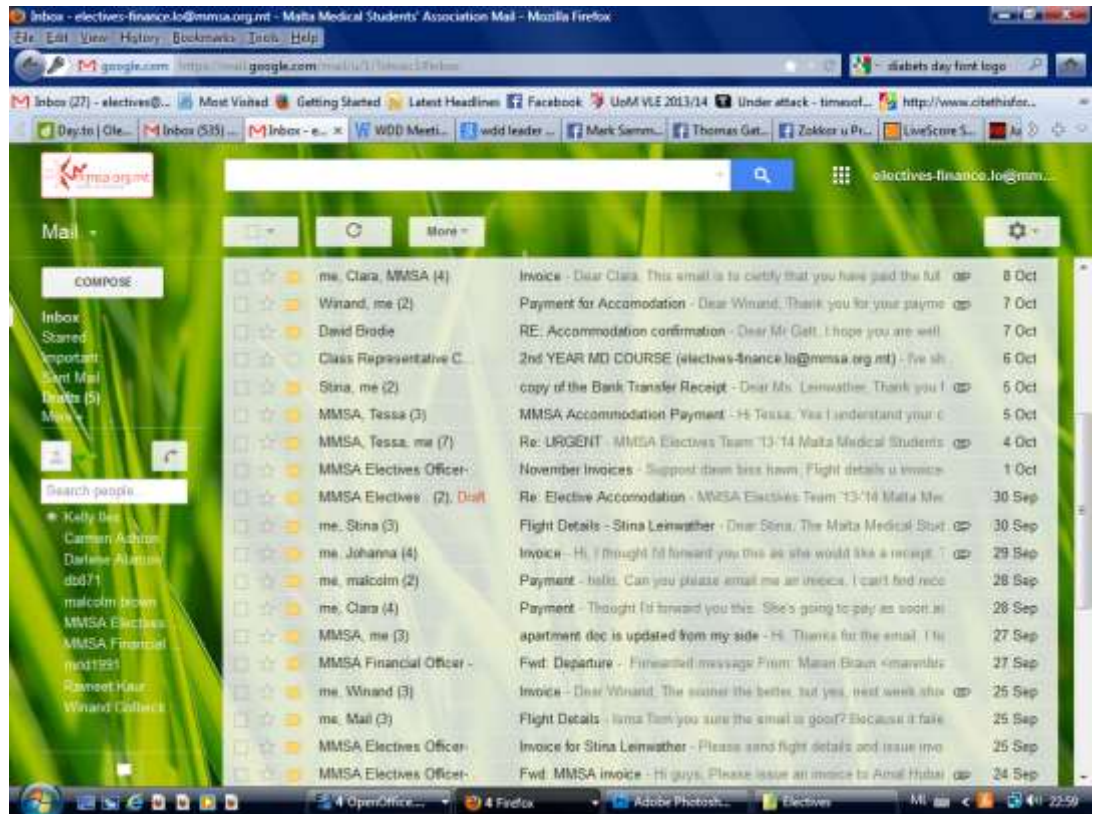
Please fill in this form after each and every MMSA activity (including meetings).

Save as pdf once you finish compiling the report and save it in the Event Report Dropbox folder of the corresponding Standing Committee, Team or EB Post. Also send the pdf to the Vice president for internal affairs and PREO- outgoings for processing.

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|---|---|--|
| Standing Committee | Electives Office | |
| Activity | September and October Points | |
| Date (dd/mm/yy) | 5/11/13 | |
| Location (eg. school/ sixth form/ university) | | |
| Name of Coordinator, E-mail address | Thomas Gatt, electives@mmsa.org.mt | |
| Name of Contact Person, Email address | | |
| Sponsored by/in collaboration with | n/a | |
| MMSA members attending | Kurt Chircop, Sophie Degiorgio, Abigail Galea | |
| Brief description of activity, and link to MMSA's aims | The event reports combines all the work done by the above listed members for the past two months. | |

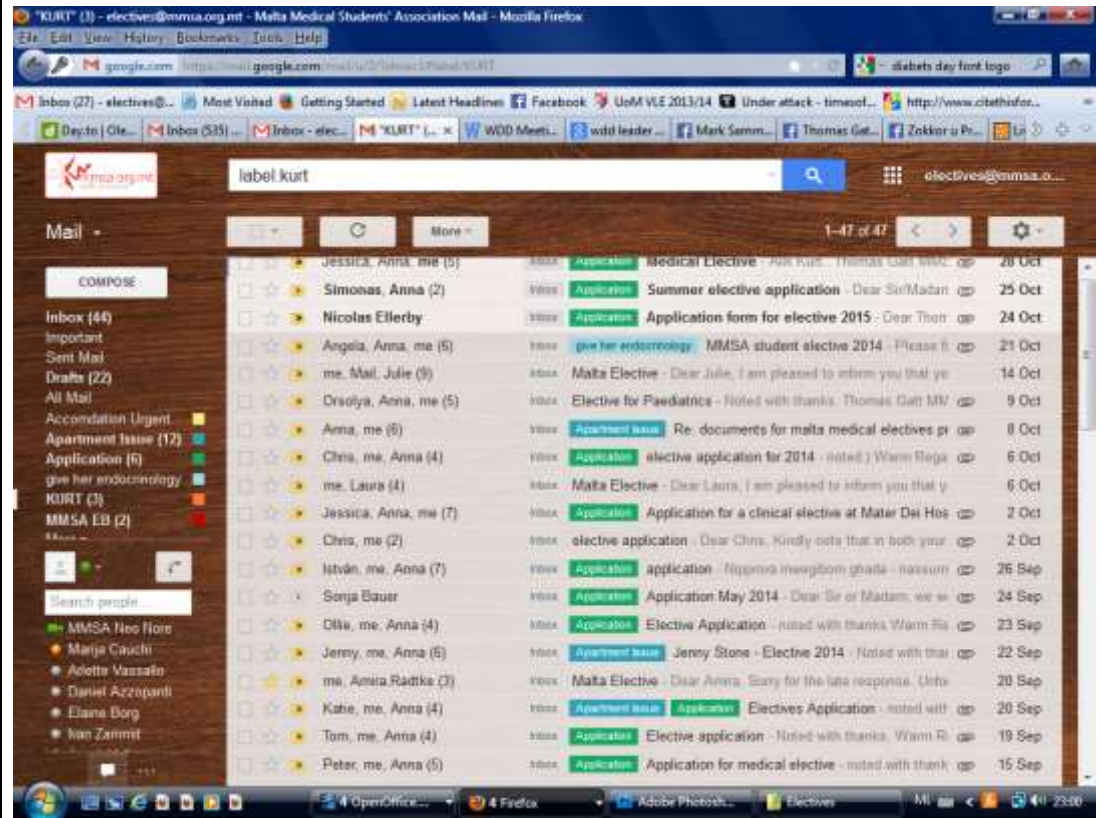
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|---|--|
| Materials required by school/ sixth form/ university | n/a |
| Materials brought by MMSA | |
| Materials distributed by MMSA | |
| Preparation involved | <p>Kurt Chircop; Assistant Electives Officer; Meet with Kurt a number of times throughout the past 2 months to discuss pending applications and discuss individual students consultant placements. Kurt also worked on the students feedback form which should be uploaded on the website soon. Kurt's administrative work involves collecting applications, e-mailing individual students, assigning the students as per their preferences, and sorting out any issues that arise.</p> <p>Abigail Galea and Sophie DeGiorgio: Work hand in hand to issue the invoices and collect the flight details and taxi information of the incoming students. The work involves sending a series of emails to each individual students, and inputting the data on our google drive databases.</p> |
| Event Quality | n/a |
| Comments/ Feedback / Outcome (+ve / -ve) | |
| Possibility of future activity at same location/same liaison | n/a |
| Media - Mentions, Press Releases, TV appearances, Radio appearance | |

Elective- Finance Inbox:



Photos

Some processed applications:



| | |
|----------------------|-----|
| Poster | n/a |
| Social Network Event | n/a |
| Minutes of Meeting | n/a |