



# GHANA TECHNOLOGY UNIVERSITY COLLEGE

## APPLICATION TO ATTEND CONFERENCE /TRAINING /SEMINAR

(LOCAL)

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### SECTION A – NOMINATION

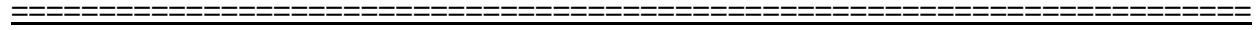
Item	Name of Nominee	Conference Fee	Venue

### SECTION B – DETAILS OF CONFERENCE

- i. Conference Title.....
- ii. A brief description of the Conference/Training/Seminar (attach synopsis).....  
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.....  
.....
- 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 – PRESIDENT/VICE PRESIDENT/REGISTRAR**

Do you approve the application?

- a. Yes                       b. No.

Justification/Reason for approving or not approving:.....

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Name:.....Signature.....Date:.....