**eLearning Facilities Booking Request Form/نموذج حجز المرافق**

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| ***Section A: Applicant Information/معلومات مقدم الطلب:*** |

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| Name/**الاسم**: | Click or tap here to enter text. | | ID No./**الرقم الوظيفي**: | Text |
| Organization/**المؤسسة**: | Choose an item. | Click or tap here to enter text. | Sector/**القطاع**: | Text |
| Applicant Date/**تاريخ الطلب:** | Click or tap here to enter text. | | | |
| E-Mail/**البريد**: | Click or tap here to enter text. | | Phone Extension/**التحويلة**: | Ex |

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| ***Booking Information/معلومات الحجز:*** |

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| Event Title/**عنوان الحدث:** | Click or tap here to enter text. | | | |
| Audience Number/**عدد الحضور:** | Click or tap here to enter text. | | | |
| Date/Period/**الفترة:** | From Click or tap to enter a date.  To Click or tap to enter a date. | Time | Text. | Text |
| Room Type: | Choose an item. | | | |

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| ***Requested Technical Support Devices/طلبات التقنية:*** |

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| Choose an item. | |
| Specify Other/حدد الأخرى: | Click or tap here to enter text. |

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| ***Recording Services/خدمات التسجيل:*** |

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| Yes/نعم | | | No/ لا | | |
| Record Receiver / مستلم التسجيل | | | | | |
| Name/الاسم | Click or tap here to enter text. | Email/البريد: | Click or tap here to enter text. | Tel/التحويلة: | Ex |

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| ***Section B: Chairperson/Supervisor Approval/موافقة الرئيس المباشر*** |

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| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| Reason of Rejection/سبب الرفض | Click or tap here to enter text. |

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| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| ***Section C: Deputy/Section Head Approval/موافقة رئيس القسم أو الوكالة*** |

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| Reason of Rejection/سبب الرفض | Click or tap here to enter text. |

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| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| ***Section D: Director Approval/موافقةمدير الإدارة*** |

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| Reason of Rejection/سبب الرفض | Click or tap here to enter text. |

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| --- | --- |
| Available/متاح | Unavailable/غير متاح |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| ***Section E: E-Learning Department Head Confirmation/تأكيد قسم التعليم الإلكتروني*** |

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| ***Section F:E-Learning Deputy Approval /موافقة وكيل التعليم الإلكتروني*** | |
| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| Reason of Rejection/سبب الرفض | Click or tap here to enter text. |

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| ***Eternal Clients /العملاء الخارجيين*** | |
| ***Section G :GM Approval /موافقة المدير العام*** | |
| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |