

Service heading: radio (audio) advertisement in the yard of Tehran International Exhibition
Management of public relations and international affairs
Addressee type: conductors, stand holders

The form on designing the processes of services for respecting the clients in accordance with paragraph A of the third article of the law of administrative healthy and safe promotion and in opposition of corruption

Steps	Activity description	Required timing for performing the activity	The unit name and the relating to charge person	Residency location and contact tel. No.	Required records
1	Receiving the audio advertisements which is applicable in two ways: A- Applicants will fax his/her text message for the company's audio-visual unit. B- The requested will personally refer to the same unit and gives his text message.	-----	Audio visual unit- Mr. Mohammad Zade	Audio visual 21912630	-----
2	The cost should be paid to the account of the international exhibition company prior to recoding of any advertisements	At least one day prior to exhibition opening	Audio visual unit- Mr. Mohammad Zade	Audio visual 21912630	-----
3	Recording: it is usual that in large exhibition where workload is heavier, the recording of advertisement done before exhibition opening than in other exhibitions that recoding is daily computerized.	At least one day prior to exhibition opening	Audio visual unit- Mr. Mohammad Zade	Audio visual 21912630	-----
4	Broadcasting: All the advertising matters will be broadcasting through audio system located at the exhibition yard and its report statement, after the termination of exhibition, will be sent to the management of public relations and international affairs of the exhibitions' company	During the exhibition	Audio visual unit Mr. Mohammad Zade	Audio visual 21912630	-----