

I am Happy to be part of 10 Years Success of my company.

Name of the Employee

Employee ID

Qualification

Experience

Department

Date of joining

From whom reference you joined

Your Interview panel / HR

Unit Location(s)

Team Lead(s)

Mnager/CTL(s)

Team Lead 2

Mnager/CTL 2

For all January 2019 conferences from your assured revenues (as sent by you)

For January 2019 conferences you should achieve at least 30% by November 2018, at least 50% by December 2018 and 100% January.

Example : If the 2019 January scheduled conference to be achieved revenue is \$50,000 then 15,000 should be achieved by November 2018, 25,000 by December 2018 and 50,000 by January 2019.

For all February 2019 conferences from your assured revenues (as sent by you)

For February 2019 conferences you should achieve at least 20% by November 2018, at least 40% by December 2018, 60% by January 2019 and 100% by February 2019

Example : If the 2019 February scheduled conference to be achieved revenue is \$50,000 then 10,000 should be achieved by November 2018, 20,000 by December 2018, 30,000 by January 2019 and 50,000 by Feb 2019.

For all March 2019 conferences from your assured revenues (as sent by you)

For March 2019 conferences you should achieve at least 10% by November 2018, at least 30% by December 2018, 50% by January 2019, 75% by February 2019 and 100% by March 2019

Example : If the 2019 March scheduled conference to be achieved revenue is \$50,000 then 5,000 should be achieved by November 2018, 15,000 by November 2018, 25,000 by Jan 2019, 37,500 by Feb and 50,000 by Mar 2019.

For all April 2019 conferences from your assured revenues (as sent by you)

For April 2019 conferences you should achieve at least 10% by November 2018, at least 20% by December 2018, 40% by January 2019, 60% by February 2019, 80% by March 2019 and 100% by April 2019

Example : If the 2019 April scheduled conference to be achieved revenue is \$50,000 then 5,000 should be achieved by Nov 2018, 10,000 by Dec 2018, 20,000 by Jan 2019, 30,000 by Feb 2019, 40,000 by Mar 2019 and 50,000 by April 2019

For all May 2019 conferences from your assured revenues (as sent by you)

For May 2019 conferences you should achieve at least 10% by November 2018, at least 20% by December 2018, 30% by January 2019, 40% by February 2019, 60% by March 2019, 80% by April and 100% by May 2019

Example : If the 2019 May scheduled conference to be achieved revenue is \$50,000 then 5,000 should be achieved by Nov 2018, 10,000 by Dec 2018, 15,000 by Jan 2019, 20,000 by Feb 2019, 30,000 by Mar 2019, 40,000 by April and 50,000 by May 2019

For all June 2019 conferences from your assured revenues (as sent by you)

For May 2019 conferences you should achieve at least 10% by December 2018, at least 20% by January 2019, 30% by February 2019, 40% by March 2019, 60% by April 2019, 80% by May and 100% by June 2019

Example : If the 2019 June scheduled conference to be achieved revenue is \$50,000 then 5,000 should be achieved by Dec 2018, 10,000 by Jan 2018, 15,000 by Feb 2019, 20,000 by Mar 2019, 30,000 by Apr 2019, 40,000 by May and 50,000 by June 2019

2018 Handled Conference(s) Name, dates, venue

Event 1			
Event 2 (if two conferences handled)			
Total Target given	Abstracts	Registrations	Revenue
Jan-18			
Feb-18			
Mar-18			
Apr-18			
May-18			
Jun-18			
Jul-18			
Aug-18			
Sep-18			
Oct-18			
Nov-18			
Dec-18			
Total			

2019 Handling Conference(s) Name, dates, Venue

Event 1			
As per your Expectations to be achieved Sep-18 (or before)			
Abstracts	Registrations	Revenue	
Oct-18			
Nov-18			
Dec-18			
Jan-18			
Feb-19			
Mar-19			
Apr-19			
May-19			
Jun-19			
Jul-19			
Aug-19			
Sep-19			
Oct-19			
Nov-19			
Dec-19			
Total			

This sheet should be updated evenry month based on the changes submit to HR team.

What are the problems in 2018 events

How you are going to achive the problem

Your suggetions

I/we are confiring that we are elgible to get incentives/salary hikes amount(except basic salary) only after verification of 2018/2019 conferences profit and loss balance sheets. I/we are not eligible to get incentive/hike before the event if I/we left/terminated/resigned. I/we will handle the conference for a period of maximum six months and committed myself/ourself to make it breakeven or profitable event.

Employee Sign
Team Lead Sign
CTL/Manager Sign

2018 Handled Conference(s) Name, dates, venue

Event 1			
Event 2 (if two conferences handled)			
Total Target Achieved	Abstracts	Registrations	Revenue
Jan-18			
Feb-18			
Mar-18			
Apr-18			
May-18			
Jun-18			
Jul-18			
Aug-18			
Sep-18			
Oct-18			
Nov-18			
Dec-18			
Total			

2019 Handling Conference(s) Name, dates, Venue

Event 2			
As per your Expectations to be achieved Sep-18 (or before)			
Abstracts	Registrations	Revenue	
Oct-18			
Nov-18			
Dec-18			
Jan-18			
Feb-19			
Mar-19			
Apr-19			
May-19			
Jun-19			
Jul-19			
Aug-19			
Sep-19			
Oct-19			
Nov-19			
Dec-19			
Total			