

Row	Division	Description of Functions	Function Legal Base
1	<p align="center">In the domain of Managing director</p>	<ul style="list-style-type: none"> - Performing related affairs due to correspondences in the domain of managing director - Enquiring reports and submission of experts' opinions to the respected managing director - Referring correspondences, circulars, and instructions to assistants, managers and divisions for taking actions and following up any cases to gain optimal results - Regulating meetings appointments and commissions of managing director - Preparing and regulating texts for the lectures of managing director for interior and foreign meetings - Preparing relating records and information relating to formation and regulation of relative minutes of meetings - Communicating approvals of the board of managers and managing director and following ups to attain desired result - Following up approvals of public assembly and preparing reports of actions taken - Performing the related affairs for attending to complaints - Performing other relative affairs referred from managing director 	<p align="center">Collection of functions objectives and organizational positions of Islamic Republic of Iran international exhibitions company Approval of public assembly and confirmation of company organization management of planning and programming</p>
2	<p align="center">Management of Public relations and international affairs</p>	<ul style="list-style-type: none"> - Concentrating and publication related to company activities and events and preparing accorded materials and reportages to circulate in media (newspapers, television etc.) - Compiling and reviewing the interior and foreign newspapers and magazines and collecting the related materials to company and if necessary to prepare required responses - Preparing and compiling publications, bulletins and all the publication affairs of the company and printing and distributing them in country and foreign countries - Compiling news of country and foreign news and press agencies and for centers of trade 	

		<p>international exhibitions</p> <ul style="list-style-type: none"> - Preparing and compiling advertising programs for introducing company activities and attracting the necessary collaborations with producers and the interior and foreign owners of industries for exhibition participation - Studying various procedures and forming the consulting meetings for advertising activities for more recognizance and reflection of company activities - Preparing and sending identity and visiting cards for participants of conferences and seminars and exhibitions according with the related listings - Creating and managing the company public libraries - Preparing and compiling the company allocated leaflet 	
3	<p>Management of exhibitions interior affairs</p>	<ul style="list-style-type: none"> - Preparing and designing exhibition programs for formation and holding various international, local, national and province exhibitions - Performing managing programs of various international exhibitions held in county - Performing necessary surveys and studies for managing exhibitions and avoiding any probable problems - Regulating and compiling the required programs for exhibition conductors and surveillance on their executive operations - Preparing and regulating information and specific regulations of international, interior and national and provincial in different languages - Preparing the related statistics related to national, province and international held in country - Collaboration in forming trade information center during holding different exhibitions - Preparing letters of invitations, notices and exhibition programs to countries, international commercial institute and the related organizations - Doing necessary actions concerning the registrations of participants of all 	

		<p>international and interior exhibitions according to related regulations and criteria</p> <ul style="list-style-type: none"> - Surveillance on carrying out exhibition regulation in the time of constituting interior exhibitions - Following up and performing necessary actions for notifying participants in any exhibition for preparing halls and display stands on due time - Collaboration with management of finance affairs concerning receiving debts of participants based on exhibition tariffs - Performing other related affairs to interior exhibitions which is referred as the cases may be 	
4	Management of foreign exhibition affairs	<ul style="list-style-type: none"> - Preparing exhibition designing and programs for formation and holding various exhibitions in foreign countries - Surveillance on preparing and regulating and performing programs on managing display stands of Islamic republic of Iran government in foreign countries - Continuous studying and surveying pertaining to exhibitions quality promotion 	
5	Management of executive affairs	<ul style="list-style-type: none"> - Planning related to executive affairs in relation with holding exhibitions - Coordination with managers of executive affairs for holding all interior and exterior exhibitions - Submitting required services to participants in exhibitions and display stand holders - Performing necessary actions and services delivery in relation with custom, transit of participants' cargo from other customs to exhibition customs office, surveying and regulating required authorizations for articles release and obtaining other necessary certificates - Surveillance on performing contracts related to insurance and articles transportations to interior and foreign exhibitions 	
6	Management of marketing affairs	<ul style="list-style-type: none"> - Enquiring and investigating concerning elected countries from the viewpoint of attracting Iranian articles and performing necessary marketing and preparation of 	

		<p>concerned countries for distribution among participants in the foreign exhibitions</p> <ul style="list-style-type: none">- Inviting the interested boards in importing Iranian produced articles for familiarization with the said products during holding foreign expertise exhibitions- Cooperation with the commerce and economic boards who travel to Iran from foreign countries- Attending mutual assemblies or the assemblies which form for determination of mutual specialties of contracts and preparing reports related to suggested texts in relation on with exhibition collaborations and for stipulating in the notes of commercial and economical protocols with other countries and independent contracts for exhibition cooperation with other similar organizations- Determining the articles list which can be affording in international allocated to expertise exhibitions- Giving opinions about exhibitions which attending at or constituting them is very effective from the view of displaying Iranian articles- Studies of countries' economics politics and culture, studying international regional organizations, free zones etc. such as market recognition, collecting information, knowing competitors customs regulations and articles entry regulations- Cooperation with international organizations on the ground of exhibition activities and contact with embassies and Iran foreign agencies with observing required regulations- Enquiry of commerce contracts and study the related paragraph to the closed exhibition activities with other countries- Performing other activities which in a way related to marketing and matching with exhibition activities- Doing the necessary enquiries and coordination with the government of Islamic Republic of Iran political and commerce agencies in the concerned countries for determination of priorities in holding	
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		<p>exhibitions</p> <ul style="list-style-type: none"> - Preparing and regulating the program of Islamic Republic of Iran National Day in such exhibition - Making liaison with chambers of International chambers of industries, mines and commerce and Global Union of exhibition UFI & BIE and contact with countries and centers of formation of such exhibitions for collecting news and necessary information and transference of authorized information - Sending letters of invitations, notifications and programs of foreign exhibitions to institutions and country producing participant companies, industrial , mine, agriculture and commercial participation in such exhibitions - taking necessary actions concerning for registration participants in such exhibitions - forecasting the required services for participants in such exhibitions - contacting with foreign exhibition conductors and knowing their views for creating necessary facilities for interior participants - collecting and classifying obtained information and statistics from participating in such exhibitions for using in programming and other related affairs - investigating and verification the request related to participation and or holding exhibitions of Iranian articles in foreign countries which hold for private sector and other governmental organization - Doing other relating assigned affairs in proportion to cases 	
<p>7</p>	<p>Management of construction and installation affairs</p>	<ul style="list-style-type: none"> - Taking care in carrying out programs and related instructions related to construction and repairs and maintenance of company concerned buildings - Preparation of constructions and installations for establishing permanent or temporary exhibitions in country or foreign countries and surveillance on their performance - Preparing and regulating and surveillance on 	

		<p>the executive activities related to masonry , carpentry, painting, welding and iron work</p> <ul style="list-style-type: none"> - Preparation, calculation and drawing of required constructions and installations maps - Performing map surveying affairs - Preparation, calculation and drawing buildings and required installations - Preparing and determining technical terms for estimating construction and installation costs <p>needed for company</p> <ul style="list-style-type: none"> - Calling for tenders for building and installation and surveillance and investigation on the related executive affairs - Continuous surveillance on the necessary actions for maintaining yard, offices building, halls and counters, restaurants etc. in removing the deficiencies of buildings and related installations - 	
<p style="text-align: center;">8</p>	<p style="text-align: center;">Management of designing and stand decoration</p>	<ul style="list-style-type: none"> - Performing affairs of exhibition designing and enquiring global exhibition building systems - Preparing all kinds of artwork designs, titles and pictures for different exhibitions - Preparing all kinds of engineering designs for installing photos, advertisements and posters and sending to concerned units - Choosing suitable systems of light and sound pertaining to any exhibitions specifications and its executing - Preparing and executing plans and maps related to interior decorations of buildings and the stands of each exhibition - Enquiring the plans of exhibition beautification and exhibition decoration in the world and submission of necessary recommendation - Performing artwork services affairs and interior architect and video-audio during holding various exhibitions - Preparing and executing designs and necessary drawings for stands decoration in different exhibitions according to determined criteria and tariffs 	

		<ul style="list-style-type: none"> - Allocating the location of stands to exhibition participants - Surveillance on the good performance of in current designs - Surveillance on timely evacuation by the conductors in exhibitions - Performing other affairs related to concerning designing and stand decoration 	
9	Management of administrative affairs	<ul style="list-style-type: none"> - Forecasting and allocating required man force based on planning, forming and approved budget in the framework of related rules and regulations - Issuing all the staff department and service purchasing contracts - Executing rules and regulation of employment and jobs classification programs and staff assessment - Enquiring needs and providing welfare facilities, cooperation and staff hygienic and treatment - Preparing and regulating personnel statistics and employees specifications and updating them and forming personnel archives - Performing the affairs of retired personnel and the stipendiary, based on the related regulations - Estimating and providing the needs of the company in connection with devices and accessories, maintenance and distribution among different units on the basis of rules and regulations - Performing the necessary actions for providing the public services on the grounds of fuel, transportation, cleanliness, custodian, printing and multiplication , green space, restaurant and arrival and departure controlling of the staffs and referees - Receiving, registration, distributing and referring all the incoming and outgoing letters and correspondence and recording the correspondences - Performing other concerning administrative functions 	
10	Management of	<ul style="list-style-type: none"> - Credits keeping accounts based on approved 	

	<p>finance affairs</p>	<p>budget and preparing reports from the spent expenditures</p> <ul style="list-style-type: none"> - Providing funds for company's payment and issuance of request of cash receipt of the approved funds - Recording and keeping company accounts - Keeping and delivery of cashes and deposits and valuable papers and the company property accounts and surveillance on them - Preparing financial bills and regulating income reporting in segregation of sources - Preparing and regulating company expenditure documents - Performing the affairs related to receipts based on rules and regulation - Investigating all the costs documents from the view point of existing necessary records and their corresponding with the related rules and regulations - Preparing and regulating annual and monthly accounts for sending to relative legal references - Recording and maintaining the account of company properties and possessions - Preparing circular fiscal reports and in cases - Surveillance on the financial rules and regulation implementation - Applying for governmental bank account opening in necessary numbers form the treasury , turning over the funds to person in charge of supplies and account agent according to the relative regulations and instructions and following up for depositing in the end of the fiscal year - Controlling on maintaining documents and financial books and keeping them 	
<p>11</p>	<p>Management of planning an information</p>	<ul style="list-style-type: none"> - Planning for using the most resent procedures and scientific information networks - Operating the extensive and focused information network for submission of timely commercial and economics information in company required fields of participants of interior and foreign exhibitions - Regulating the staff training programs and 	

		<p>holding the courses of in-service training</p> <ul style="list-style-type: none">- The continuous investigation of existing organizational formations and functions and submitting the necessary recommendations in improving them- Enquiring and studying the performance of procedures for improving the procedures and simplification of works in current- Forecasting incomes and estimating the activities of exhibition plans and programs and affairs- Preparing and regulating current budget based on requested funds in segregation of exhibition calendar programs- Preparation of suggestions and necessary designs for creating company new incomes- Preparing required charts and statistics and their analysis- Making computer liaisons with the centers of interior and global information networks for timely accessing to commerce and exhibition information in the said networks- Designing programming and the company required banks information- Designing and creating financial and administrative extensive automated and mechanized systems in divisions of personnel service, salary and wags, properties etc.- Promoting the software systems to the advanced models.	
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