SOPs/Code of Conduct to Organize an Academic Event

(Seminar, Symposium, Workshop, Conference etc.)

SOPs/Code of Conduct for the Approval of Academic Event

1. Purpose:

The arrangement and organization of academic events are significant for sharing of knowledge and research among universities and scholars. Such events highlight the latest trends in the fields of knowledge. The initiatives of IIU departments/faculties/institutes/academies to promote research culture in the University through such events are of the highest priority to Higher Education Commission (HEC). To support the development of the research culture, the Office of Research, Innovation and Commercialization (ORIC) provides support to the departments/faculties/institutes/constituent units to organize academic events. IIUI intends to develop a culture of research and knowledge sharing between academicians and researchers, as well as the establishment of linkages with relevant industrial and corporate sectors. Therefore, there is a need to design a structural framework/SoPs for the organizers which can facilitate the faculty and researchers.

2. Scope

The following SOPs should be applicable to all the departments/faculties/institutions/academies/centres of IIUI. Moreover, the observance of SoPs is required for the administrative and financial approval/sanction to organize/host an academic/research-based event. The events include Conferences, Symposiums, Seminars, Workshops, Colloquia etc.

> **Conferences** are formal meetings of several people with a shared interest to discuss a particular topic and their research and are more academic in nature and may last from one to three days.

> **Symposiums** are more formal where an expert in a certain field discusses the details of a topic in that field or trends of research and development and may last for a day or two.

> **Seminars** are mostly academic in nature, in which a group of experts teach or spread awareness on a given topic and last for a few hours to a day.

> **Workshops** are more practical in nature and consist of smaller groups, meant to impart certain skills about tools, techniques, and methods and usually last for a day or two or three.

Colloquia particularly on public policy matters are meant to gather views of others in the context of pluralism, may be academic in nature, with one common academic theme or otherwise on current affairs or on a certain policy etc.

3. General Supervisory Committee

The following Committee will supervise the event(s):
- i- Vice President (Academics) for general supervisory particularly for the event held on the male side (new campus) as well as old campus
- ii- Vice President (Female Campus) in case the event is only for ladies.
- iii- Concerned Dean/Director/DG/ED
- iv- Concerned Chairman/Chairperson/Incharge

4. Phases:

For a smooth procedure, three phases should be followed:

4.1 Planning Phase

It includes:
- i- Selection of Topic and Themes
- ii- Schedule the Event: Date, Days, Time, Venue, Duration
- iii- Identification of Participants (Deans/Directors/Faculty members/guests) and Target Audience
- iv- Selection of Speaker(s)/Guest Speaker(s), Chair of the session(s), Chief Guest(s)/Dignitaries (if any)
- v- Requirement of Finances (if any) or Paid/Sponsored Event(s)
- vi- Technical/IT Requirements
- vii- Security Requirement(s)
- viii- Protocol Requirement(s)
- ix- Marketing Requirement(s)
- x- Refreshment/lunch/dinner in accordance with the category of participants
- xi- Administrative Requirement(s) [Transport/Travel, Accommodation/Lodging, Venue/Hall Management (if any).
- xii- Requirement of Human Resources (Faculty Duties/Student Volunteers).

4.2 Execution Phase

a) Pre-Event Execution Phase
- i- Approval of the Proposed Event (following the timelines and as per proforma enclosed herewith)
- ii- Call for/Inviting Papers and Sending Invitations to speakers/guests.

iii-   Event Program (with the timeslots)

iv-   Web page of the event depicting details (browsable program/calendar)

v-   Hardcopy (brochure) of the Program

vi-   Making Registration Form Available Online

vii-   Travel/Lodging Arrangements (if required).

b) Pre-Event Timeline

Sr. No.	Activity	Timeline Prior to the Event
1	**Apply for Approval to Organize the event**	
a.	For Conference(s):	95 days
b.	For Symposium, Seminar, Training Workshop or Colloquium	36 days
2	**Approval/Sanction Letter**	
a.	For Conference(s):	6 weeks
b.	In the case of HEC collaboration	as soon as Sanctioned by HEC
c.	For a Symposium, Seminar, Training Workshop or Colloquium	2 weeks
3.	**Inviting Papers and Speakers**	4 weeks
4.	**Sending of Invitations (emails/cards)**	7 days
5.	**Confirmation of Speakers/Guests**	2 days
6.	Reception of Guests/Dignitaries Protocols (if any)	2 days
7.	Category-wise seating plan of Participants	2 days
8.	Availability of Technical Equipment	2 days
9.	Preparation of Venue and display banners/flags/name tags	2 days
10.	Ensure Technical Arrangements	1 day
11.	Registration Desk with Reg. form, pen, lanyards with cards, Event kit (if any)	1 day
12.	Execute Dry run/Perform Rehearsal	1 day

c. Execution of the Event/Conduct of the Proceedings

The following steps will be adopted for Conference(s):

i-   Playing of the National Anthem (In the case of foreign dignitaries, the National Anthem of Pakistan will always be played first, followed by anthems of other countries in alphabetical order, in case needed)

ii-   Recitation of the Holy Quran (with translation in English or Urdu)

iii-   The proceedings will be conducted as:

   a. Seating Plan on the Stage (formal/semi-formal)

b. Moderator will facilitate the following:
- Playing of the National anthem
- Invite for Recitation of the Holy Quran
- Introduction of Session chair/speakers/keynote speaker(s)
- Invite Speaker(s) and Guest Speaker/Chief Guest
- Distribution of Shields/Certificates at the conclusion (if any)

c. Rest all the proceeding of the session will be conducted by the Chair within a specified time for each participant. After moderating the session, the chair will conclude by giving a brief of each speaker's presentation

d. If the conference is composed of more than one session, all will follow the same format.

e. **Opening & Closing Ceremony:** If the event is spread over more than one session, it may require separate opening and closing ceremonies. The following procedure will be adopted:
- In case of national/international event(s), President/Rector (or his nominee) will chair the session.
- Besides the invited guests, only the concerned VP/Dean may share the stage.
- In Opening: After the National Anthem(s) and Recitation, the concerned VP/Dean will briefly talk about the rationale and importance of holding the event and give a brief introduction of the topic(s) that are going to be covered.
- The President/Rector will address the last after the Chief Guest.
- In Closing: The VP/Dean will close the event by giving the summary of the event/discussion/papers presented during the event.
- S/he will also invite a vote of thanks and announce the closure of the event after the distribution of the souvenirs.
- The President/Rector will distribute the souvenirs only to the guest(s)/selected participants.
- The ceremony will close with a group photo followed by refreshments.

4.3   Follow up

After the event, the Dean/DG/ED will follow up with all the people involved (organizers, volunteers, Speakers, and attendees) to gather feedback (email the questionnaire) about the event. A Follow-up Report/Event Completion Report/Presentation will be submitted by the concerned Focal Person/Organizer/Incharge to highlight the lessons learnt and appraisal of good

practices. A Feedback Form (enclosed herewith) must also be submitted to ORIC within a prescribed time.

5 Responsibilities

i- Vice President (Academics)
    a. Oversee the academic side
    b. Overall supervision of the event from planning to execution and feedback

ii- Vice President (Research & Enterprise)
    a. Chair TG and Conference/Seminar/Workshop Steering Committee Meetings and give recommendations/comments.
    b. Oversee the research side
    c. Oversee international collaborations (if any)

iii- Vice President (A&F)
    a. Consider the case(s)/application(s) to organize academic events for Financial Approval, on the recommendations of the TG&CSW Committee/approval of VP (R&E).
    b. Provision of overall administrative support, and permission for the venue(s) to organize the event.

iv- Vice President (Female Campus)
    a. Overall organization and oversight of the event organized at Female Campus or in which the event is only for the ladies.

v- Dean/DG/ED
    a. Recommend the draft agenda with selected themes and topics, speakers, time, date(s), duration, venue, dignitaries/Chief Guest(s) and identification of target.
    b. Suggest if the organizer(s) required fee/honorarium/any form of compensation to participate.
    c. Identify categories of participants (dean/Directors/faculty members/guests)

vi- Chairperson/Incharge of Department/Focal Person of the Event
    a. Assign duties to Faculty/Volunteer(s)
    b. Promote the event with promotional material (Banners, Brochures/Posters, add on the webpage with all required information etc.).
    c. Arrange kits/souvenirs/gifts/other materials for the event.
    d. Coordinate with required sections of IIUI for the arrangements of transport/travelling, lodging, protocol, security, electricity, IT/Web master, media/recording, IRI Press, state management, Finance, Audit and relevant sections.

    e. Prepare a Registration Form, arrange lanyards with cards for organizers and attendees, and design specific feedback form for participants.

    f. On the approval/sanction of the application, the process of the case for provision of advance, through the concerned Dean/DG/ED (where finances are required).

    g. Furnish the adjustments with original quotations/bills, in cases of funding acquired from HEC or the University or any other source.

vii- **Office of Research & Innovation, and Commercialization (ORIC)**

    a. All the applications/proposals/requests should be routed from ORIC for approval(s) and sanction(s). In this regard, a duly filled and signed proforma (enclosed herewith) must be submitted by following the general guidelines mentioned hereunder.

    b. ORIC will process as per the approved procedure and convene the meeting of the TG and CSW Committee in consultation with the Chairman of the Committee.

    c. On the recommendations of the TG and CSW Committee, ORIC will further process the applications.

    d. Send the case for Financial Approval (if required).

    e. Issue Approval Letter/Sanctions in favour of Focal Person/Dean/DG/ED in due time.

    f. In case(s) where an HEC grant is required, the case would be forwarded to HEC.

    g. Follow-up with HEC till its approval.

    h. Process the case(s) for adjustments to Finance, Audit Section and reimbursement from HEC.

    i. Maintain the record of events in the ORIC database.

viii- **Directorate of Information System**

    a. Provide technical/IT staff for the event.

    b. Meet technical/IT requirements. (webcam, laptop, multimedia etc.)

    c. Support for online session(s)/meeting(s).

ix- **Protocol &Public Relations**

    a. Ensure protocol arrangements (if required by the organizers)

    b. Invite Media personnel for coverage (if required by the organizers)

    c. Facilitating the venue preparation (if required by the organizers)

    d. Plan where refreshments will be served in consultation with the Focal Person.

    e. Plan an exhibition area where sponsors and vendors can set up a booth. (if required)

  f. Facilitate the organizers for the preparation of shields/souvenirs (if required).

x- State Management/Horticulture/Electrical & Mechanical / PD Section/Maintenance

  a. Cleanliness of venues, rest rooms, and surroundings.

  b. Beautification of venue

  c. Ensure uninterrupted electricity, mic and sound systems

  d. Ensure Cooling & Heating systems (as per the weather)

  e. Meet electrical requirements

xi- Medical Centre

  a. Display Medical Counter (for mega events/national/international conferences)

  b. Ensure availability of emergency services/first aid.

xii- Security Cell

  a. Ensure foolproof security

  b. Assign duties to the security guard(s) for the event, specifically(s).

xiii- Volunteers

  a. Assist in pre-event activities and all on-site activities on the day of the event like entrance management, keep track of guest list, attendance of participants, audience (if required), guiding guests, speakers, participants, audience, etc.

6 General Guidelines:

i- The rationale and objectives of organizing such an event should be clear and in line with the University's vision, mission, and policy.

ii- The primary responsibility to ensure adherence will be on the focal person/department/centre organizing such an event. The secondary responsibility should be on the Chairman/Chairperson and the Dean/DG/ED of the faculty/institute/academy/centre. All the responsible must ensure that the event should hold in accordance with the approved details, and the contents of the event should not have anything against Islam, Pakistan, the University, and the general ethical values of Pakistani society. The responsibility for the contents will rest on the focal person/chief organizer.

iii- The Concept Paper should be discussed and approved by the **Departmental Board** (as required in the *enclosed Proforma*) keeping in view the relevancy of the speakers and their track record.

iv- For logistics arrangements the Office of Research, Innovation, and Commercialization (ORIC) and Protocol & Public Relations (P&PR) Office to arrange time slots, and availability of the venue.

v- Each Department/Faculty/Institute/Academy/Centre interested in holding an academic/research event should submit their application for approval on the prescribed proforma (Enclosed herewith).

vi- The Focal Person/organizer should clearly mention the name of the funding/financing agency (if any) for the event along with the amount in PKR.

vii- The duly filled and signed Proforma for Approval should be submitted to ORIC for its recommendation from the TG and Conference/Seminar/Workshop (CSW) Committee. The meeting of the TG and CSW Committee would be convened by the ORIC, **twice a month**, preferably the **second and last week of each month**. Therefore, the proposal(s)/proforma for:

   a. *the conference must be submitted 95 days before the event, and*
   b. *the proposal(s)/proforma for a Symposium, seminar, Training Workshop or Colloquium must be submitted 36 days before the event. Moreover, a mechanism for Online Submission of the Proposal would also be developed by the ORIC.*

viii- The Dean/DG/ED or his/her representative or a focal person of the event will present the case for approval before the TG & CSW Committee.

ix- The Constituent Units/Centres which have relevant bodies/Councils/Program Committees for approval of the conference and seminars may seek approval of these events from their respective bodies or from the IIU TG and CSW Committee.

x- The events related to certain funded projects/programs such as training workshops may be approved as per the project/program proposal, however, their detailed holding may be approved by the concerned Dean/DG/ED.

xi- Routine lecturers/meetings, or purely academic and scientific/focused lectures and visits may be approved by the concerned Dean/DG/ED.

xii- The TG and CSW Committee is recommending authority, and the VP (R&E) on behalf of the President is the approving authority.

xiii- All the relevant departments/sections would be requested to facilitate the organization of the event such as ORIC, Finance, security, transport (if required), P&PR for coverage and news reporting, electrical/mechanical, Web/IT, PD sections, state management and Audit section.

xiv- The event should be reported properly on ORIC Portal as well as by submission of the Feedback Form in hard form (enclosed herewith).

xv- The Focal Person of the event is required to furnish the adjustments with original quotations/bills, in cases of funding acquired from HEC or the University or any other source. Moreover, the Event Completion Report along with documentary proof (final program of the event showing names of invited speakers/resource persons, time slot and title of presentations, copy of conference proceedings/ Abstract Book, poster/leaflets, list of participants/attendance sheet with names, numbers, CVs of Resource persons/profiles/briefs of invited guests, copy of this Sanction/Award

letter) and Conference Recommendations are required to submit to ORIC within 15 days after the conference and within 07 days after any other event.

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Enclosures:

    i-   Academic Event Approval Performa
    ii-   Feedback Performa

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