POLICY ON CONDUCT OF EDUCATIONAL & SCIENTIFIC EVENTS

1. Introduction

This policy aims to provide guidelines and procedures for the effective planning, organization, and execution of workshops, seminars, lectures, symposia or similar educational or scientific activities organized by the University.

2. Scope

This policy applies to all faculty, staff and students who are planning to organize any workshop, seminar, lecture etc. hosted/organized on-campus, virtually, or off-campus by UHS with or without collaboration with external individuals/institutes/organizations. It must be ensured, at all levels, that such events are organized efficiently, maintain academic integrity and high standards of professionalism, provide a positive experience for the participants and align with the university's mission and vision.

3. Policy Statement

The university is committed to facilitating high-quality workshops, seminars, lectures, symposia or other similar activities that promote academic exchange, research collaboration, and/or professional development. Events must uphold the university's standards of inclusivity, diversity, academic rigor, and ethical conduct.

4. Key Principles

4.1 **Academic Integrity:** All events should uphold the highest standards of academic integrity, including proper citation, protection for intellectual property rights, and adherence to ethical guidelines by promoting respectful discourse, and maintaining a safe environment free from discrimination, harassment, or intimidation.

4.2 **Inclusivity and Diversity:** Organizers should promote inclusivity by inviting speakers and participants from diverse backgrounds and perspectives including faculty members, researchers, students, industry professionals, and the broader community.

4.3 **Financial Responsibility:** Events should be financially viable, aiming to cover costs through reasonable registration fees, sponsorships, or grants, and transparency in managing finances by avoiding conflicts of interest.

4.4 **Environmental Sustainability:** Efforts should be made to minimize the environmental impact of events, such as reducing waste and promoting eco-friendly especially paper free practices.

4.5 **Data Privacy:** Organizers must adhere to data protection regulations of UHS and ensure the privacy of participants' personal information at all levels.

4.6 **Collaboration:** Encourage cross-departmental and inter-university collaborations to enrich the event's content and reaching a wider audience.

4.7 **CME/CPD/CDE Hours Approval:** All academic and scientific activities of UHS shall be accredited with CME/CPD/CDE hours as prescribed under the relevant policy.

5. Roles and Responsibilities:

5.1 **Event Organizer:** The Head or Focal Person of the department who is responsible for planning, coordinating, and executing the event while ensuring compliance with the university policies.

5.2 **Organizing Department(s)/Unit(s):** The department(s) that have conceived the idea for the particular activity shall be responsible for proposing a comprehensive framework for the venue, logistic support, IT based facilities, and other resources required for the event.

5.3 **Committee for Educational & Scientific Events Management (CESEM) of UHS:**

(1.) A notified committee shall comprise of:
   i. Director Research & Development, UHS (Convener)
   ii. Director Medical Education, UHS
   iii. Director PSDC, UHS
   iv. Director ORIC, UHS
   v. Additional Registrar (Academics), UHS
   vi. Deputy Registrar (A&C), UHS
   vii. Deputy Treasurer, UHS
   viii. Focal Person(s) of the organizing Department(s)

(2.) Terms of Reference of CESEM will be to:

   i. Examine and suggest potential topics, themes, and subjects for the scientific events.
   ii. Support the organizing department in finalizing event schedules, agendas, and logistical plans.
   iii. Supervise and monitor the venues, equipment, catering, and other required resources.
   iv. Ensure effective coordination of the focal person(s) with the participants, speakers, presenters, and/or facilitators.
   v. Review the data related to registration, participant communication, and feedback.
   vi. Develop marketing and promotion strategies to publicize events within the university community and beyond.
   vii. Suggest and advise upon the event promotion materials, including posters, brochures, and online content through relevant departments.
   viii. Examine and recommend the event budgets, including projected expenses and potential revenue streams.
   ix. Propose different avenues for seeking funding opportunities and sponsorships to support events.
   x. Monitor and manage the complete administrative and financial approval of the event by the competent authority.
   xi. Constitute subcommittees, if required, to handle specific aspects of event planning.

6. Standard Operating Procedures

6.1. Event Proposal and Approval

   i. The organizing department(s) shall submit a detailed proposal to the CESEM, including rationale, theme, title, objectives, proposed dates, venue, target audience, speakers, budget, and planned activities.
   ii. The Vice Chancellor, on recommendation of the CESEM, shall be the approving authority for the conduct of the proposed event.
   iii. No event-related activity or promotion be initiated by the organizing department or CESEM without the prior approval by the Vice Chancellor.

6.2. Funding

i. Events should secure funding through a combination of internal resources, external sponsorships, registration fees, and grants by the local or international funding agencies. All funding sources should be transparent.

6.3. Registration

i. Registration for the events may be free or a reasonable registration fees, considering different categories of participants (e.g., students, faculty, industry professionals, early-bird rates) shall be charged depending upon the type of activity.
ii. An online, user-friendly, registration platform for participants' registration will be made available on University website with payment options.
iii. The organizing department shall submit a periodic report of the number of registrants to the CESEM till the completion of registration.
iv. On-site registrations may only be allowed in cases where logistic or financial implications shall not be incurred.

6.4 Speaker Selection and Invitations:

i. CESEM shall ensure a fair and transparent process for selecting eminent speakers, panelists, and/or workshop facilitators for the events.
ii. The organizing department shall send formal invitations to selected speakers/facilitators, outlining expectations, honorarium (if any), and logistical details.

6.5. Logistics

i. The organizing department must coordinate with the Administration and IT departments of UHS for fool proof arrangements for venue, technical support, souvenirs and certificates, catering, accommodation (if needed), and/or transport etc. for the guests, speakers, facilitators and/or participants.
ii. A comprehensive plan for onsite management including signage, registration and help desks shall be made available.
iii. Appropriate identification cards, writing and resource material and seating arrangements for all participants shall be ensured.

6.6. Program Execution

iv. A well-structured program must be shared with all the guests, speakers, facilitators and/or participants.
v. It will be the responsibility of the focal person(s) of the organizing department(s) to ensure smooth and timely completion of the programme according to the schedule.

6.7. Data Privacy

i. Obtain participants' consent for data collection and ensure data is handled in accordance with privacy policy/ regulations.

6.8. Evaluation & Feedback

i. Taking online or written feedback from participants and stakeholders shall be mandatory for the purpose of improvement.
ii. The CESEM shall nominate any staff or faculty to monitor the event from time to time and review the feedback, once received.

7. Post-Event Reporting:

i.   It will be the responsibility of the organizing department to submit a comprehensive post-event report to the Vice Chancellor through CESEM detailing the event's outcomes, financial status, participants' feedback, and way forward within 14 days of the completion of the activity.

ii. The Event Report shall be published in the UHS newsletter/ journal and social media platforms for showcasing its impact to the wider scientific community and academia.

8. Enforcement and Compliance

i.   Non-compliance with this policy may result in consequences such as event cancellation, or non-sanction of funding, and disciplinary actions as deemed appropriate.

8. Review

i.   This policy may be reviewed periodically, if necessary, to ensure its alignment with the university's goals and evolving standards.

9. Contact Information

For inquiries or assistance related to organizing workshops, seminars, and conferences, please contact:

Director R&D
University of Health Sciences, Lahore.