



**Approved SOP / Procedure
to
Organize Conferences / Events**

May 2021

Organization of Conference

1. Purpose:

The arrangement of conferences forms an integral part in highlighting the latest trends and academic and scientific endeavors undertaken by the faculty members/researchers of National University of Modern Languages (NUML). Higher Education Commission (HEC) and international ranking organizations give significant weightage to Higher Education Institutes (HEIs) for the arrangement of conferences in their rankings.

Keeping the above in view, there is a strong need to provide a structural framework to all the faculty members/organizers, which can facilitate the organization of various events (conferences, seminars, symposia etc.) in an orderly and efficient manner.

2. Scope:

These SOPs/procedures will be applicable to all the departments/offices/regional campuses of NUML.

3. Supervisory Committee

The committee will be comprised of following:

- Pro-Rector Academic Division
- Pro-Rector Research and Strategic Initiatives Division
- Directors (concerned)
- Dean (concerned)
- HoDs (concerned)

4. Phases:

The procedures are distributed into three phases for the purpose of clarity:

Planning Phase, Execution Phase and Follow up.

4.1 Planning Phase

This phase is comprised of the following components:

- i. Selection of themes and topics.
- ii. Selection of time, date, venue, duration and identification of target audience.
- iii. Selection of speakers, presidents/dignitaries/chief guests.
- iv. Appraisal of financial/technical/IT requirements (proposed).
- v. Security/protocol requirements.
- vi. Identification of administrative requirements (traveling/lodging/shields/hall management) (if any). Type of souvenirs/shields/certificates.
- vii. Appraisal of marketing requirements.
- viii. Identification of category of participants (Deans/Directors/faculty members/guests).
- ix. Refreshment/lunch/dinner in accordance with the category of participants (Deans/Directors/faculty members/guests).
- x. Identification of Human Resource required (faculty duties / student volunteers).

4.2 Execution Phase

Pre-Event Execution Phase

- i. Approval of the proposed event.
- ii. Inviting papers and sending invitations to speakers / guests.
- iii. Scheduling of activities of the conference.

- iv. Web page of the event depicting detail (browse able program / calendar). Hard copy (brochure / pamphlet) of the program.
- v. Making registration form available online.
- vi. Booking of venue. Admin and security arrangements.
- vii. Travel/lodging arrangements (if required).

Pre-Event Execution Timeline

| # | Activity | Timeline |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1 | Seeking approval to organize the event. | 6 weeks prior to the event |
| 2 | Inviting papers and speakers. | 4 weeks prior to the event |
| 3 | Sending of invitations (emails/cards). | 7 days prior to the event |
| 4 | Confirmation of Speakers/Guests. | 2 days prior to the event |
| 5 | Reception of guests/dignitaries protocols. | 2 days prior to the event |
| 6 | Category-wise seating plan of participants. | 2 days prior to the event |
| 7 | Registration desk with registration forms, pen, lanyards with card (displaying attendee's name and designation) plus, bags containing souvenir. | 2 days prior to the event |
| 8 | Availability of technical equipment. | 2 days prior to the event |
| 9 | Preparation of venue and display banners/ flags name tags. | 2 days prior to the event |
| 10 | Ensure technical arrangements. | 1 day prior to the event |
| 11 | Execute dry run / perform rehearsal. | 1 day prior to the event |

Responsibilities

i. Pro-Rector Academic Division

- a. Oversee the academic side.
- b. Finalization of suitable subjects and speakers.
- c. Do appraisal of financial requirements (proposed).
- d. Overall supervision of the event from planning to execution to feedback.

ii. Pro-Rector Research and Strategic Initiatives Division

- a. Oversee the research side.
- b. Provide research input.
- c. Oversee international collaborations.
- d. Overall organization of the event.

iii. Dean:

- a. Draft agenda, select themes and topics, speakers, time, date, venue and duration, presidents/dignitaries/chief guests and identification of target audience.
- b. Confirm if the speaker wants a fee or other forms of compensation to participate. Plus, if his/her presentation relies on specific IT equipment.
- c. Identify categories of participants (Deans/Directors/faculty members/guests).
- d. Design menu of refreshment/lunch/dinner.

ii HoD of respective Department:

- a. Promote the conference by creating promotional material (banners, posters, flyers etc.). Add the event's web page on all marketing and informational material.
- b. Assigning faculty / volunteer duties.
- c. Arrange bags containing souvenirs / gifts / other materials from University.
- d. Identify traveling-lodging requirements (if any). Check weather forecast.
- e. Prepare a registration form, arrange lanyards with cards for organizers and attendees.

- f. Design feedback form for participants.
- iii Director IT and Technical:**
 - a. Meet IT/Technical requirements.
 - b. Online screening of the event on social media pages.
 - c. Archival of the recording for future use.
- iv Director Publications:**
 - a. Provide promotional material.
- v Director Administration (/Security Officer):**
 - a. Ensure protocol arrangements/meet security requirements.
 - b. Facilitating the venue preparation.
 - c. Provision of refreshment/lunch/dinner in accordance with the category of participants (Deans/Directors/faculty members/guests). Plan where will refreshments be served.
 - d. Plan an exhibition area (if required) where sponsors and vendors can set up a booth.
 - e. Arrange shields/souvenirs/certificates.
- vi Public Relations Officer (PRO):**
 - a. Invite media personnel for coverage.
- vii Volunteers:**
 - a. Assist in all on-site activities on the day of the event like entrance management, ticket checking/scanning cards, keep track of guest list, guiding guests, speakers, participants, audience, etc. to the hall, cafeteria, rest rooms etc.

Conduct of the Proceedings:

The proceedings of the events will be in the following order / manner:

- i** Playing of national anthem (/anthems) of dignitaries of other countries. National anthem of Pakistan will always be played first followed by anthems of other countries in alphabetical order.
- ii** Recitation of Holy Quran with translation in Urdu or English.
- iii** The proceedings will be conducted on Chatham House conference style; the details are as under:
 - a.** Seating plan on the stage will be semi-formal.
 - b.** The moderator will facilitate the following:
 - Playing of national anthem.
 - Recitation of Holy Quran.
 - Introduction of Session Chair/Speakers/Keynote speakers.
 - Invitation of chief guest.
 - Distribution of shield/certificate (at conclusion).
 - c.** Rest all of the proceedings 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 summary 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. Following procedures will be followed:

 - In case of national / international events Rector (or his nominee) will chair the session.

- Besides the invited guests only concerned Pro-Rector / Dean may share the stage.
- After the national anthem/s and recitation, concerned Pro-Rector/Dean will briefly talk about the rationale and importance of holding this event and give a brief introduction of the topics that are going to be covered.
- The Rector will address the last after the chief guest.

In the closing ceremony, besides the above mentioned procedures the following will be done:

- Concerned Pro-Rector / Dean will close the event by giving the summary of the events / discussion / papers presented during the event.
- S/he will also invite a vote of thanks and announce the closure of the event after distribution of souvenirs.
- The Rector will distribute the souvenirs only to the select participants / guests.
- The ceremony will close with a group photo followed by refreshment.

4.3 Follow up

After the event, Dean will follow up with all the people involved (organizers and volunteers, speakers and attendees) to gather feedback (e-mail the questionnaire) about the conference / event. A follow up report/presentation will be conducted by the concerned HoD to highlight the lessons learnt and appraisal of good practices.