

## SOP for Workshop / Symposium / Learning Activity

1. CMH Lahore Medical College and Institute of Dentistry is a renowned institution for different training activities. Lot of indigenous and national / international workshops and symposia are conducted in a state of the Art environment throughout academic calendar.
2. To have a smooth flow of training activates following SOP is evolved:
  - a. **No workshop / Symposium or any other activity** will be allowed without formal approval through proper channel. i.e. **Dir ORIC, DME, Dean SHaPE, Dy CE / Vice Principal and CE / Principal.**
  - b. Request for conduct of workshop/ Seminar / Symposium/ Course / Conference should reach this office **one month before in-case of national** and **three months before in-case of International** workshop / Speaker.
  - c. Following may be clearly indicated:
    - (1) Name of workshop or training activity
    - (2) Date and time of workshop / Symposia
    - (3) Name of sponsor individual / company
    - (4) Name and detail of organizer / NGO
    - (5) Name and detail of focal person
    - (6) Target audience (who will attend)
    - (7) Name of speaker / facilitator / Moderator
    - (8) Sequence of events (Program to be attached)
    - (9) Name and detail of chief guest
    - (10) Detail of any other activity like banquet / musical concert.
    - (11) Name of artist performing during the concert.
  - d. Request when approved will be deposited to this office for issuance of permission letter for activity well in time.
  - e. Form for approval of workshop/symposium can be downloaded from college website ([www.cmhlahore.edu.pk](http://www.cmhlahore.edu.pk)) and submitted to this office with Bank draft in favour of CMH LMC & IOD on following rates:-

<b><u>For National Activities</u></b>		
(1) One day workshop	-	Rs. 10,000/=
(2) Three days' workshop	-	Rs. 7,500/= per day
(3) Auditorium Charges for one day	-	Rs. 25,000/= per day
<b><u>For International Activities</u></b>		
(1) One day workshop	-	Rs. 20,000/=
(2) Three days' workshop	-	Rs. 15,000/= per day
(3) Auditorium Charges for one day	-	Rs. 50,000/= per day
  - f. In-case the event is postponed next date will only be adjusted if feasible.
  - g. In-case the event is cancelled, 50% charges will be deducted for outsource facilities / process, if intimated at-least 15 days before the date of activity.
  - h. Feedback of Workshop will be intimated at the end of training activity.
  - i. Forwarded for strict compliance please.



## Application form for Acquisition of Lecture Hall/ College Auditorium

1. I am writing to request for permission of acquisition of Lecture Hall / College Auditorium for the Workshop / Symposium any other activity\_\_\_\_\_. The details are as under:-

<b>Sr#</b>	<b>Description</b>	
a.	Name of Event	
	Date & Time	
b.	Name of Sponsors individual/company/NGO with address & contact details	_____ _____ _____
d.	Name and detail of focal person (CNIC/ contact)	
e.	Target Audience (Who will attend)	
f.	Name of speakers / facilitators/moderators	_____ _____ _____
g.	Name and detail of chief guest	
j.	Sequence of events	Please attach complete program as Anx "A"
k.	Detail of any other activity like music concert / food festival	
l.	Name of artist performing during concert, if any, with CNIC	
m.	Catering services provided (Name & Contact Details)	
n.	Bank draft, no. Branch Code	Please attach Bank draft

**For National Activities**

- (1) One day workshop - Rs. 10,000/=
- (2) Three days' workshop - Rs. 7,500/= per day
- (3) Auditorium Charges for one day - Rs. 25,000/= per day

**For International Activities**

- (4) One day workshop - Rs. 20,000/=
- (5) Three days' workshop - Rs. 15,000/= per day
- (6) Auditorium Charges for one day - Rs. 50,000/= per day

2. I solemnly declare that, I have provided all information correctly and if any discrepancy is found, the college has the right to cancel the registration of Lecture Hall / Auditorium. However, rules and regulations will be applicable according to the SOP for workshop/ Symposium/ Learning Activity / available at [www.cmhlahore.edu.pk](http://www.cmhlahore.edu.pk).

**Dated:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**CNIC No:** \_\_\_\_\_

**Contact** \_\_\_\_\_