SUBJECT: OFFICE OF EVENT MANAGEMENT (POLICY & PROCEDURE)

1.0 INTRODUCTION

1.1 Rationale

The policy is designed to establish the University's position regarding all commercial, non-commercial, external or internal events held within or outside the premises of University of Management and Technology.

1.2 Scope

This has been written as an over-arching policy and shall cover all the events taking place in the University including lectures, seminars, conferences, delegation visits, meetings (both internal and external), and any such gathering/event that requires campus premises, University resources or assistance from Office of Event Management.

2.0 EVENTS TYPE

- Convocation
- National/International Conferences
- Seminars/Lectures
- Trainings/Workshops
- Delegation/Accreditation Visits
- Recruitment Drives/Interviews
- Student's Academic Activities (Exhibition, Project Display)
- General/Departmental Meetings
- Entry/Admission Tests
- Orientations

3.0 VENUE in UNIVERSITY PREMESIS /Reservation Authorities

- **Conference Hall North Block Main Building**
For major events **100-250** gathering with dinning **& 450** gatherings without dinning. This venue must be reserved by Office of Event Management.
- **UMT Green**
For mega events 400+ gathering, Sports, Exhibitions, Open Displays/Activities, and Expo formatted events. This venue must be reserved keeping in loop the Office of Event Management, Horticulture Officer and Sports Section (under OPA)

- **Rector's Boardroom, Main Building**

For 25-30 gathering like Departmental Meetings, Delegations, and Executive Meetings. This venue must be reserved by Office of Rector Secretariat as per said office policy

- **DG Boardroom, Admin Building 5th Floor**

For 40-60 gathering like Seminars/Lectures, Trainings/Workshops Departmental Meetings, Delegations, and Executive Meetings. This venue must be reserved by Office of Director General as per the said office policy

- **Boardroom Admin, Building 2nd Floor**

For 15-20 gathering like Department Meetings. This is Open to reserve. Concerned office will paste a Meeting Note with Time/Date on notice board outside boardroom. Keep in loop Office of Event Management for any related service /facility required

- **IKL Boardroom, Admin Building 3rd Floor**

For Department Meetings of 10 persons. This Venue must be reserved by IKL Office. Keep in loop Office of Event Management for any related service /facility required

4.0 REFRESHMENT CRITERIA in EVENTS

To be provided on request

4.1 Menu of Refreshments

To be provided on request

5.0 GENERAL INSTRUCTIONS for EVENT EXECUTION

- The date and time of the event should be scheduled, and informed to Office of Event Management.
- In summers, open area events shall be discouraged and organizers shall be encouraged to plan their events in covered area OR hold them in the evening.
- The selection of the venue shall take place mainly as per the number of participants.
- The Office of Event Management shall ensure that worthy guests are served with appropriate refreshments.
- Lunch will only be served in full day event starting from 09:00 am – 05:00 pm. There will be no lunch in half day event ending before 02:00 pm or starting after 02:00 pm.
- Lunch policy shall be applied for internal meetings with proper approval from Dean/Director or Head of the departments and can directly be sent to the Office of Event Management.
- Looking after "Venue Make-up" shall be the responsibility of the Office of Event Management.

- Multimedia, screen, laptop, computer slide changer, internet facility and sound system shall be the responsibility of Office of Technical Support.
- If the organizers plan to make some special arrangements or require any decorative items, it shall be informed to Office of Event Management at least 7 days before the event. Since these items are outsourced and are charged to University, immense care should be taken while placing orders for such items because in case of non-usage or wastage, it shall not be the optimum utilization of University resources.
- Backdrop size must be (**15 x 8) for** Conference Hall.
- There will be no nailing, glitters, double tap, permanent pasting at all on any wall of the University premises and Conference Hall.
- Music will not be allowed in any case during any event.
- If number of persons are less than 10, Dept. /School will manage the refreshment by themselves.

6.0 EVENT SUPPORTING OFFICES (Dept. /School may need)

S. No	Offices	Services
1	Office of Safety Security & Vigilance	Please inform office for security provision, gate entrance, VIP protocol, flag hoisting ceremony.
2	Office of Participant Affairs	Office will help to provide Ushers and Marshals.
3	Office of Communication & Media	For designing, printings and media coverage.
4	Office of External Relations	Approaching to Alumni Network and provision of guest's souvenirs.
5	Office of Campus Management	Provision of support staff in mega events if required, placing/fixing of backdrop, steamers, flexes. Provision of stationeries & electric Support.
6	Office of Technology Support	Provision of multimedia, screens, sound system, Internet facility.
7	Office of Transport	Provision of transportation facility in mega events if required by Dept./School.

6.1 Note: Please keep in loop Office of Event Management while coordinating in other support offices, especially Office of Security, Office of Campus Management, and Office of Technology Support for better and smooth execution of event/activity.

7.0 BOARDING, LODGING & CONFERENCE VENUE (National/International)

- Boarding/lodging is part of the Office of Event Management. The office will be coordinating with concerned persons while planning national /international official tours. Approval from concerned authorities is mandatory to get tickets and hotels booking. Office of Rector Sec., Office of Treasurer and Office of Planning & Development must be in loop when a person drops an Email to Office of Event Management for facilitation.
- In international/national conferences, Department will mention speakers name along with their usage of ticket and hotel stay cost in conference budget.
- Approved budget copy must be shared with Office of Treasurer, Office of Event Management & Office of Rector Sec. before ticket/hotel reservations
- Ticket's category will be Economy Class and hotel will be booked near to venue of event according to the offered budget
- Event venue other than UMT will be mentioned by Dept./School in budget and the same will be approved by concerned Authorities
- If venue other than UMT needs to be booked, Dept. /School will send a formal email to Office of Event Management at least 3 months before event.
- University Faculty/Staff who are invited in any national OR international conference, those will share Grant Approval with Office of Event Management for availing of ticket and hotel booking.
- University Faculty/Staff who are travelling within Pakistan and need a hotel booking, will pay at the time of Check-In. (TA/DA information/provision is not responsibility of Office of Event Management)
- University Faculty/Staff, who are travelling outside Pakistan, can get paid hotel voucher from Office of Event Management.
- Office of Event Management can assist Dept. /School to manage international educational tours in getting tickets and hotel booking.

8.0 CONTACT US

All the correspondence with Office of Event Management shall take place in the following manner:

To: ahmad.khokhar@umt.edu.pk ; oem.hd@umt.edu.pk

CC: waqas.ahmad@umt.edu.pk ; shoaib.Iqbal@umt.edu.pk respective dean, director & head.

For UMT Greens events please send Email

To: awais.ahmad@umt.edu.pk; oem.hd@umt.edu.pk

CC: ahmad.khokhar@umt.edu.pk; waqas.ahmad@umt.edu.pk respective dean, director & head.

9.0 IMPLEMENTATION AND COMPLIANCE

The Office of Event Management will be responsible for the day-to-day management of this policy and act as a source of professional knowledge on such matters. No other office/department is authorized to arrange or conduct any kind of event within the premises of the University of Management and Technology. In case of failure of compliance with the policy by any office/department, the Office of Event Management shall be authorized to file a complaint against that department to higher management.

11.0 REVIEW

This policy will be reviewed after every 2 years.