STANDARD OPERATING PROCEDURE (SOP) FOR ORGANIZING NATIONAL AND INTERNATIONAL CONFERENCES/ ORKSHOPS/SEMINARS/SYMPOSIUM

Ref: AUMP/RO/SoP/2017/79　　　　　　　　　　**17 February, 2017**

General

Seminars, workshops, conferences and symposiums are generally conducted in every **University** to enhance research, publications, building of knowledge base, widen the scope of **research** and to enhance academic/ scientific networking. Amity University Madhya Pradesh **(AUMP)** has been conducting atleast 8-10 national/ international seminars/ workshops/ conferences/ symposia every year. Successful conduct of the event depends upon the detailed planning and clear out delegation of responsibilities amongst the organizers.
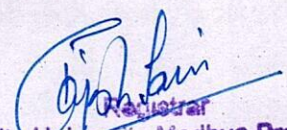
Aims and Objectives

1. **Aim.** The aim of this SOP is to lay down a procedure to be followed by all institutions of AUMP for organising a national/ international seminar/ workshop/ conference/ symposium at the University.

2. **Objectives.** The objectives of this SOP are as follows:-

    (a) To standardise timelines for various activities of the event.

    (b) To standardise formulation of a budget proposal.

    (c) To standardise structure of organisational communication.

    (d) To standardise key roles and responsibilities of various functionaries.

    (e) To standardise methodology for publicity and participation.

    (f) To standardise registration fees.

    (g) To standardise format for minute to minute program.

Definition of Conference, Workshop, Seminar and Symposium

3. **Conference.** A formal meeting in which many people gather in order to talk about ideas or problems related to a particular topic usually for several days.

4. **Workshop.** A usually brief intensive educational program for a relatively small group of people that focuses especially on techniques and skills in a particular field.

5. **Seminar.** A group of advanced students studying under a professor with each doing original research and all exchanging results through reports and discussions.

6. **Symposium.** A meeting or conference held for discussion on a subject, especially one at which several speakers talk on or discuss a topic before an audience.

Selecting the Seminar/ Workshop/ Conference/ Syposium Theme

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7. Theme of the event is the focal point for the technical program and serves to integrate the various subject areas of the event into a coherent whole. **To determine the theme, it is helpful to brainstorm and to ensure that** the theme should fulfil the following criteria:-

    (a)   Suggest the purpose of the conference.

    (b)   Indicate the subject matter of the meeting

    (c)   Be acceptable to all who might be expected to attend

    (d)   Move individuals to action.

    (e)   Address all the possible topics that might be developed,

    (f)   Consider the current topics of greatest interest to those in discipline, to include:-

        (i)   Current topics that will have the greatest impact on professionals in the discipline.

        (ii)   Identification of one subject that might be of most interest and concern to the profession during the conference year.

8. That topic, which adheres to the above, when appropriately phrased, should be the event theme. A comprehensive and catchy phrase helps to make the theme memorable. If the name of the conference serves as the general theme and is the same from year to year, interest areas can be modified to reflect new "hot issues". Planning might centre on developing a slogan, catchy phrase, or series of phrases related to the conference for use in publicity to attract attention to each particular conference and to motivate members to attend.

10. **The Sub Themes:** The sub-themes should be wide-ranging and should include various experts of the main topic/theme as well as other related issues. This will ensure maximum participation and receipt of Research Material/ Papers for the event.

11. **Detailed Planning for Conduct of Event.** The detailed planning of the event should be thoroughly deliberated upon and should culminate in formation of minute to minute programme, this may include one or more of the following:-

    a)   Chief Guests and Guests of Honour for opening session/Valedictory session and list of resource persons for Invited Talks.

    b)   Panel Discussions.

    c)   Paper Presentations.

    d)   Poster Sessions.

    e)   Workshops to include written work or practical training and demonstrations.

    f)   Training Capsules.

    g)   Parallel Technical Sessions on Various sub-themes.

12. **Submission of Proposal for the Event.** Proposal should be submitted at least 08 months before for the international event and 04 months before a national event as per format given at **Appendix - A**. The proposal should also include the tentative budget as per format given at **Appendix - B**. Maximum efforts should be made to generate revenue

through sponsorships/registrations/government funding agencies. The proposal will be submitted by the organising secretary to respective HOD/ HOI, who will submit it to Hon'ble VC through Dean (Research) and Pro - VC.

13. **Tie-up and Associations with External Bodies.** If the National/International Conference/Seminar/Symposium/Workshop is to be sponsored/ associated jointly with another professional society/institution/ research organisation etc., the important step in the process is to obtain detailed letters of agreement sponsorship. Co-sponsorship/ association implies significant involvement in the technical, financial, and administrative areas of the conference etc. and decisions must be made about the exact nature of the involvement. The letter/consent for collaboration/co-sponsorship should be secured well in advance of the event so that co-sponsors can be shown on the conference letterhead, and co-sponsoring, participating, and cooperating organizations can be listed in the call for papers and in other conference publicity.

14. **Sponsorship.** Generating funds from different sources like DST, DBT, ISRO, DRDO, CSIR, ICMR, MPCOST, UGC/AICTE, Research Labs, Manufacturer of Lab Equipments, Publishers, etc. should be encouraged. It is highly desirable to apply for financial support to DST, DBT, ISRO, DRDO, CSIR, ICMR, MPCOST, UGC/AICTE and other Govt. and non Govt. agencies well in time with the consultation of Directorate of Research and Publication.

15. **Duration of the Event.** The recommended duration of the different events is as follows:

   (a) National Event   : 1- 2 days

   (b) International Event   : 2-3 days

16. **Structure of the Organizing Committee.**

   (a) Chief Patron   : Hon'ble Chancellor Amity University Rajasthan, Additional President RBEF and Chairman Amity University, Madhya Pradesh

   (b) Patron   : Hon'ble Chancellor, AUMP

   (c) Chairperson   : Hon'ble Vice Chancellor, AUMP

   (d) Co- Chairperson   : Hon'ble Pro Vice Chancellor, AUMP

   (e) Chairman –Organising Committee   : Convenor

   (f) Organising Secretary

   (g) Faculty coordinators – Technical Program Committee

   (h) Faculty coordinators - Publication Committee / Peer Review Committee

   (i) Faculty coordinators - Sponsorship / Tie-up/Association Committee

   (j) Faculty coordinators - Finance Committee

   (k) Faculty coordinators - Exhibit Committee

   (l) Faculty coordinators - Administrative Committee

   (m) Faculty coordinators - Publicity Committee including Social Media

   (n) Faculty coordinators - Students Affairs (Workshop/ Poster Presentation) Committee

(o) Faculty coordinators - Hospitality Committee

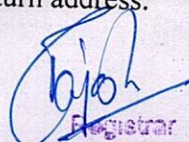(p) Faculty coordinators - Registration Committee

Faculty coordinators along with other faculty members of the committees, and student coordinators will be part of organizing committee.

17. **Setting Up of Committees**. Since an event of such magnitude as National/ International, would require elaborate planning, committees as required will be established under the overall Chairmanship –Organising Committee of persons mentioned in para 16 above. Some of the important committees which must be established should include:-

(a) **Finance Committee.** Will be responsible for judicious expenditure, approvals and accounting of all expenses.

(b) **Registration and Documentation Committee.** Responsible for registration (both advance as well as on the spot) and maintenance of other documents related to the event.

(c) **Publication Committee.** Responsible for publication of the brochure, event proceedings, journals etc.

(d) **Administrative Committee.** To be responsible for all logistics & administration to include, detailing of liaison officers, meals, hotels, accommodation, transport, decorations, mementos, bouquets, hospitality, water arrangement and security etc.

(e) **Publicity/ Media Committee.** To be responsible for print/electronic media, press conference if required, social media publicity, facebook, twitter handle etc. Also responsible for video/audio recordings etc.

(f) **Technical Committee.** To be responsible for selection of speakers, themes/topics and peer review of pages / abstracts and posters and decision on best papers/posters and selection of papers for oral presentation and posters to be presented during the event.

18. **The Brochure.** The brochure for technical event (Sample brochure of **Appendix - C**) must be prepared well in advance to include:-

(a) Cover page with Conference Logo.

(b) Title of the Conference.

(c) Location (city and meeting place).

(d) Date.

(e) Program Highlights.

(f) General event information including program overview, publications, social events.

(g) Major attractions of the event to include Technical Program Matrix, Description of the Conference.

(h) Hotels (rooms, recreational facilities, restaurants) with room rates, if available.

(i) Conference registration form with fees.

(j) Panel for mailing label and return address.

(k) Advisory Committees (National & International).

19. **Announcement of Event.** After getting approval from the competent authority the announcement of the events should take place:-

(a) Online/Offline and through email.

(b) Link of website and brochure to be sent to top notch academic Institutions, Research Organizations and Industries in the concerned field and Amity Universe.

(c) Invitations on behalf of Hon'ble Vice Chancellor, AUMP to VCs of all universities that are members of AIU, as well as VCs of Amity Education Group.

(d) A widespread announcement must be included on the Internet and on Social Media.

(e) The time for announcement of the event are as follows:-

    (i)   International Event at least 08 Month prior to the event.

    (ii) National Event at least 04 Months prior to the event.

20. **Call for Papers.** This should be a part of the main brochure and should include, themes, sub-themes, date for receipt of abstracts, date for receipt of full length papers/ posters, venue of the event, logo, contact details etc.

21. **Publicity (Local, National, International, Press Release, Internet and Social Media).**
A wide publicity of the event should be planned in consultation with the Director, Media and Public Relations / Media Co-ordinator.

(a) **Local Publicity.** A promotional team should be sent to all the reputed institutions to promote the event. Other than this, event news in local Hindi and English Newspapers prior to the event (at least 2 times), during the event and after the event should be sent. In addition to that, a local newspaper advertisement and hoardings may be used.

(b) **International and National Level Publicity.** The Brochure should be sent to all institutions of repute and the event publicity encouraged through internet and social media.

22. **Registration (On-Line and Off Line, Format and Fee).**

A Registration Form should be designed that consists of relevant information. It must be available in the Online and Offline mode. A format is attached here as **Appendix - D**.

Registration Fee may be worked out on case to case basis. One model for the name is give below:-

Category	National			International		
	Early Bird (upto 30days before the events) (Rs.)	Normal Fee (29 days to 15days before the events) (Rs.)	On spot Fee (Rs.)	Early Bird (upto 30days before the events) (Rs.)	Normal Fee (29 days to 15days before the events) (Rs.)	On spot Fee (Rs.)

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Student/ Research Scholar	800	900	1000	2500	2800	3000
Academia	1000	1200	1500	3000	3500	4000
Industry	1500	1800	2000	4000	4500	5000

No registration fee will be charged from the students of AUMP. However, the faculty members who submit papers for publication will be required to pay the registration fee. Modes of Payment through Bank Transfer/Demand Draft.

23. **Abstract Guidelines and Format.** The maximum word count in an abstract will not be more than 300. The Abstract should include the Title of the Paper, Authors, their affiliation with email-id and maximum 8 keywords. A format is attached here as **Appendix - E.**

Name of presenting author may be underlined.

24. **Full length Paper- Guidelines and Format.** Standard IEEE/ Journal template should be used for receiving a full length paper. The same then can be used for publishing the proceedings or the selected paper may be sent to be published in a journal. In such a case, tie-up with the journal should be done in advance and approved by the authorities. A format is attached here as **Appendix - F.**

Format for full length may be according to the Journal in which the selected full length papers will be published.

25. **Camera Ready Paper- Format and Guidelines.** A Camera ready Template should be designed and sent to all the authors whose papers have been accepted for publication in the proceedings.

A mail should be sent to the selected paper's authors in which last date, and mode (Word or PDF File) should be clearly mentioned.

26. **Publication of Souvenir, Proceedings and Book - Guidelines, Standard Format, Tie-up with Journal/Publisher, Getting ISBN/ISSN.** The proceedings should be organized according to a functional plan. Papers should be grouped sequentially according to the sessions in which they are presented so that the papers on similar topics are together and individuals can quickly locate the papers corresponding to presentations by numeric cross-referencing.

Alternatively, papers can be grouped by topic and then alphabetically by the last name of the first author.

The conference proceeding, an archival document that provides a record of the conference presentations typically consists of the following:-
(a) Title Page
(b) Copyright and ISBN Number
(c) Disclaimers
(d) Preface
(e) Table of Contents
(f) Message from President or Chairperson of the Society
(g) Message from Conference Chairperson
(h) Welcome from Mayor of city or other distinguished persons
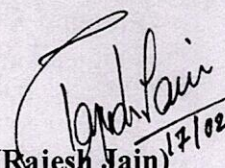
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(i) Information about Society
(j) Information about Conference (general)
(k) List of Society Officers
(l) Technical Program Matrix
(m) Invited and contributed papers or extended abstracts

27. **Minute to Minute Program of the Event.** A Minute to Minute (M2M) program must be prepared in advance which gives details of the whole event. This should be placed in the Registration Kit and circulated amongst the guests. A sample M2M Programme is attached herewith as **Appendix - G**.

28. **Chief Guest, Guest of Honour and List of Invitees.** A guest list including the Chief Guest and Guest of Honour will be finalised after consultation with the Chairman, Directorate, Research and Publication and Technical Committee.

29. **Invitation Letter format for Chief Guest, Guest of Honour, Invitee, Key Note Speakers.** A standard format for Invitation Letters to all invitee is attached here as **Appendix - H**. Composition of the organising committee may be included on the left hand side of the letter.

30. **Keynote Speaker (Number, Affiliation, Domain, TA, DA and Hospitality, Committee for selecting the Key Note Speakers and Chairman).** The Technical Program Committee in consultation with the Chairman, Directorate of Research and Publication will decide the Keynote Speakers. The decision of the Chairman, Directorate of Research and Publication will be final in this matter.

31. **Paper Acceptance Notification and Format.** After identifying that the papers are under permissible plagiarism limit and modified as per the reviewer comments, a Paper Acceptance Notification must be sent to all the selected authors.

A sample is attached here as **Appendix - I**.

32. **Inauguration Ceremony.** A graceful Inauguration Ceremony must be planned by the Organising Committee. This event will be attended by Guests, Speakers, Paper Presenters, HoIs, HoDs and Faculty Members of the organising department, research scholars, invitees and specified students from different programmes of AUMP.

33. **Technical Sessions – Key Note Speaker, No. of Presenter and Time Duration.** Technical program committee will decide different technical sessions, keynote speakers for the session, session chair, number and name of presenters and the presentation duration before issuing the M2M.

34. **Hospitality (Stay, Refreshment, Lunch, Dinner, Local Conveyance, Sight-Seeing etc.).** The Hospitality Committee will finalise the stay of the guests, Tea, Lunch and Dinner of all concerned, local conveyance, Cultural program (if any) and Sight Seeing.

35. **Mementos Template.** A mementos template is attached here as **Appendix - J** for the Chief Guest, Guest of Honour, Keynote Speaker, Session Chair.

36. **Valedictory Function (Guests, Event Report, Certificate Distribution, Feedback and Mementos). (See Appendix - K)** A graceful Valedictory Function will be organised on

the last day of the event for which the Chief Guest and other Guests will be finalised after consultation with the Chairman, Directorate of Research and Publication Committee.

The Convenor or the Organising Secretary will prepare the Event Report and Outcome Report, Certificates will be distributed to all concerned and mementos will be given to the guests. An event feedback form must be collected from all the participants before the valedictory function and the feedback must be included in the Event Report and the Outcome Report.

37. **Account Statement for the Event.** A complete account statement with all relevant information and bills must be submitted within seven working days of conclusion of the event.

38. **Timeline chart.** (See Appendix - L)

39. **Outcome Report.** Pre, during and post conference outcome with tangible and intangible outcome must be submitted within 15 days after the Event. **(See Appendix -M)**

40. **Format.** Format for backdrop, newspaper advertisement, flex, feedback form and evaluation sheet for best oral and poster presentation is attached as **Appendix – N to Q.**

41. **Check List.** Attached at Appendix - R

(Rajesh Jain) 17/02/2017
Registrar

To
1. **Pro Vice Chancellor's Office, AUMP, Gwalior.**
2. **HoIs and HoDs (Teaching & Non Teaching), AUMP, Gwalior.**
3. **Accounts Department, AUMP, Gwalior.**

Copy to
1. **Hon'ble Vice-Chancellor's Secretariat, AUMP, Gwalior.**

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