



Guidelines for Organizing Pre-Conference Alumni Workshops

University of Health Sciences, Lahore

Purpose

Affiliated colleges of the University of Health Sciences (UHS), Lahore, are encouraged to organize Pre-Conference Workshops in connection with the UHS Alumni Conference. These workshops aim to promote academic engagement, capacity building, and alumni involvement.

Guidelines

Scope & Objectives

Clearly define the scope, learning objectives, and relevance of the proposed workshop (academic, research, clinical, educational, leadership, etc.).

The theme should align with the objectives of the UHS Alumni Conference.

Organizing Committee

Each workshop must have a designated Coordinator, Facilitators, and a Focal Person from the host institution.

The Focal Person will coordinate with the UHS Alumni Conference Scientific/Organizing Committee.

Approval from UHS

The proposed workshop must be submitted to UHS on the prescribed Workshop Proposal Form for approval.

Use of the UHS name and logo is subject to formal approval.

Budget & Logistics

UHS will not provide financial support for pre-conference workshops.

All arrangements (venue, logistics, refreshments, materials, honoraria, etc.) shall be managed by the host institution.

Funds may be generated through registration fees, if applicable.

Venue & Date

The workshop should be conducted at the host affiliated college/institution.

Date and duration should be clearly mentioned and must not clash with the main Alumni Conference dates.

Workshop Structure

A detailed agenda must be provided, including:

Session titles

- Speakers/facilitators
- Timings and breaks

- Teaching/learning methods
- Proforma Annexured

Dissemination & Registration

The host institution is responsible for publicity and participant registration. UHS may share approved workshops on its official platforms.

Participant Communication

Timely communication regarding agenda, venue, and logistics must be ensured.

Documentation & Reporting

After completion, a brief report must be submitted to UHS, including:

Number of participants
List of facilitators
Feedback summary
Financial summary (if applicable)

Record Keeping

All records shall be maintained by the host institution.