



Pre-Conference Alumni Workshop Proposal Proforma

(To be submitted by Affiliated Colleges to UHS)

1. General Information

- Name of Affiliated College/Institution: _____
- Department/Unit Organizing the Workshop: _____
- Address: _____
- Contact Number: _____
- Official Email Address: _____

2. Workshop Details

- Title of Workshop: _____
- Proposed Theme: _____
- Objectives of the Workshop (3–5 points): _____
- Target Audience:
 1. Faculty
 2. Postgraduate Trainees
 3. Undergraduate Students
 4. Others (specify) _____

3. Date & Venue

- Proposed Date(s): _____
- Duration: _____
- Venue (Hall/Department/College): _____

4. Organizing Team

- Workshop Coordinator:

Name: _____
Designation: _____
Contact No: _____
Email: _____
- Focal Person (for UHS Coordination):

Name: _____
Designation: _____
Contact No: _____
Email: _____
- Facilitators/Speakers (Attach list if more): _____

5. Workshop Structure

- Brief Agenda (attach agenda if needed):

- Teaching Methods:
 1. Lectures
 2. Hands-on
 3. Panel Discussion
 4. Group Work
 5. Others

6. Registration & Finance

- Expected Number of Participants: _____
- Registration Fee (if any): _____
- Mode of Registration: _____
- Budget Responsibility: Host Institution _____

7. Logistics Confirmation

1. Venue available _____
2. Audio-visual facilities available _____
3. Registration desk arrangements _____
4. Certificates to participants _____

8. Post-Workshop Commitment

The institute should commit to submitting a post-workshop report to UHS within 72 hours of completion, including participant feedback and summary.

9. Declaration

The institute confirms that all arrangements for the proposed Pre-Conference Alumni Workshop will be managed by the host institution in accordance with the guidelines of University of Health Sciences, Lahore.

- Name of Head of Institution: _____
- Signature & Stamp: _____
- Date: _____

Submission

Completed forms should be submitted to:

Secretariat of UHS Alumni Conference (Room No. 42), University of Health Sciences, Lahore

For Coordination

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