IU-ORIC

Policy on Organizing International / National Conferences /Symposium/Seminar at IU

1. Preamble

Iqra University (IU) places strong emphasis for providing an enabling research environment for IU researchers (faculty/ post-graduate students) through regular organization of international and national conferences/ seminars/ symposiums. These forums provide an excellent opportunity to IU faculty, IU post-graduate and under-graduate students to learn about cutting edge research directions in new emerging areas of technology and also provide an opportunity to collaborate with other national and international researchers working in similar research domains. Through patronage of such conferences, IU aims to uplift the research quality and output of all academic faculties keeping abreast of all cutting-edge research problems and research techniques adopted by international research community.

2. Aim

At IU, there is currently no comprehensive policy that stipulates the procedure and guidance necessary for the appropriate conduction of conference/symposium/seminar with emphasis on quality of research conferences/seminars. The aim is to develop such policy which gives extensive guidelines and direction for the organization of the high-quality conference of international standards. This, in-turn, will build IU as a reputed brand for organizing conferences of high stature attracting well-known researchers and attract high-quality research papers.

3. IU Conference Calendar Planning

At IU, individual / multiple faculties in partnership should organize one international level conference at alternate years in their respective fields. While, in the next year, each faculty should conduct one national level conference/symposium. Each Faculty FoBA, FEST, FoHS, FoP and FADESS should keep these numbers in mind in planning the IU conference calendar in advance (Pls see Tables 1 and 2). The conference name should be kept constant, and each year next iteration should precede the conference name as First International Conference on…., Second International Conference on…. To shift the focus of the Conference to new topics, the theme of the conference could be varied each time.

Table 1 IU Conference Calendar (National/ International) Conferences (Tentative)

Conference Type. Publishers	**Conference Title**	**Conference Frequency**	**Faculties**
International Conference	International Conference on Revolutionizing Higher Education (ICRHE)	Alternate Years	FADESS
International Conference	International Conference on Business, Management and Emerging Technologies (ICBMET)	Alternate Years	FoBA
International Conference	International Conference of Emerging Trends in Engineering, Sciences and Technology (ICEEST)	Alternate Years	FEST
International Conference	International Conference on Health and Pharmaceutical Sciences (ICHPS)	Alternate Years	FoHS & FoP (joint)

Table 2 Year wise distribution of IU conferences/symposiums with IU as financial sponsor (Tentative 2024-27)

Mode	***2024***		***2025***		***2026***		***2027***	
	Jan to Jun	***Jul to Dec***	***Jan to Jun***	***Jul to Dec***	***Jan to Jun***	***Jul to Dec***	***Jan to Jun***	***Jul to Dec***
Physical/ Hybrid		2nd ICRHE (FADESS)	1st ICBMET (FOBA/FEST)		1st ICHPS (FOHS/FOP)	3rd ICHRE (FADESS)	2nd ICBMET (FOBA)	5th ICEEST (FEST)
Budget		**0.9m(PKR)**	**1.5m (PKR)**		**1.5m (PKR)**	**1.5m(PKR)**	**1.5m(PKR)**	**1.5m(PKR)**

4. Management/SOPs of IU Conferences

The details of the management, guidelines and SOPs to deliver the high-quality research conferences are as follows

4.1 Financial Planning of the Conference

4.1.1 Budget Preparation of Conference

The budget of international conference shall be prepared in accordance with the prescribed budgetary limit as described in Form B. While making the financial plan, austerity measures shall be taken into account. For national conference, the same form can be taken with reduced elements. The final budget should be approved from the Vice Chancellor and should take into account expected offset if applying, industrial sponsorships and earning through author/participant registrations. As a guideline, the IU sanctioned budget for international conferences shall be limited to 1.5 million PKR

per conference. However, faculties may seek additional budget requirements through conference grants and financial sponsorship from industry.

4.1.2 Conference Organization Grants

For the conduct of international/national conferences, IU will provide the maximum support (full or partial) for financial sponsorship subject to availability of research funds. However, other avenues shall be explored for income generation such as SHEC/HEC, PSF, UNISEF/UK/US aid agencies, ministries/foreign embassies, sponsoring publishers/partners, foreign collaborations and income generation from the registration fees. Conference organization grants are sometimes required to be applied several months in advance and may require specific details such as name of invited foreign keynote speakers, full Conference program details etc requiring the planning process to start several months before the conference.

4.1.3 Industrial Sponsorships

All relevant sponsoring avenues shall be explored for the effective exhibition of the conference and in this regard the plan for sponsors in terms of categories (platinum, gold, silver etc.) shall be prepared, where the sponsoring agency will be given the advertising desk, presentation slots, logo space on posters/proceedings etc.

4.1.4 Registration fees

The initial registration fee structure for the conference shall be decided as per the details mentioned below for current rates being followed by other HEIs. The fees could be modified as per changes in IU Conference policy.

Registration Fee	**Participant**	**Amount**
Local Participant	Professional Authors	7000 PKR
	Student Authors	3500 PKR
	Participants	500 PKR
International Participant	Professional Authors	100 USD
	Student Authors	75 USD
	Participants	50 USD

4.2 Procedural mechanisms

All international/national level conferences will be organized as per the SOPs provided by IU-ORIC office in this document to maintain the uniform quality of the conferences. The following sub-sections provide details related to guidelines, schedule/timeline, post event actions and report, in line with HEC and other accreditation body requirements.

4.2.1 MoU with Stake Holders / Partnering Organizations

Any MoU requirement for the Conference with partnering institutions should be executed at least one year in advance and all technical activities of the conference shall be planned at least 6 months in advance with clear identification of responsibility delegation to stakeholders .

4.2.2 Conference Website

The event website shall be available 4 months in advance of the event. All history of the conference and proceeding should remain archived online and linked to subsequent conferences. The SOP given in this document shall be followed along with filing of phase- wise forms: Form A – Application Form, Form B – Estimated Budget, and Form C – Post Event Reporting for the organization of the IU conference.

4.2.3 Software/website management and Similarity Index

The conference related software management system such as (Easy-chair etc.) shall be adopted for paper submission, review process and record email correspondence with authors. An appropriate website shall be maintained for the broadcasting of such information along with other data mentioned in the policy. Moreover, the similarity index of each paper should be checked twice as per HEC prescribed limit; before sending the paper to reviewers and again before publishing the contents in the conference proceedings.

4.2.4 Formulating Conference Committees

The organizing/technical committees plan, hold strategic meetings, organize and run the conference. Moreover, subcommittees can be formed for further specific functions keeping in view the coverage/spread of the conference. These committees shall be assembled with relevant expert Ph.Ds in the roles of General Chair/Co-chair, Program Chair(s), Finance Chair, Publicity Chair, Publishing Chair, Registration Chair, Local Arrangement Chair, Website/Advertising Chair, Special Session Chair, Industrial/Exhibition Chair, Workshop/Tutorial Chair, Student Activity Chair, Advisory Committee Chair etc. These members should have the knowledge and experience of organizing the conference of international standards. To setup the conference of high-quality, a clear definition of roles and responsibilities and identify to whom each committee reports shall be well-described.

4.2.5 Publicity of the Conference and launching Call for Papers

The publicity of the conference should start 6 months in advance. The updated conference website and Call for Papers should include extensive details about conference aims, objectives, scope, mode (oral/poster) papers, and event details (timelines, program details etc.) should be well-defined by organizing committee. Such information shall be appropriately advertised through conference, websites, social/digital media platforms and also posters/letters of conference should be circulated to relevant universities, ministries, government organization etc.

4.2.6 Timelines of Conference Activities

The organizing committee must ensure that the conference is on track in-line with the given timelines and prepare the phase-wise reports for the sponsoring organization/ORIC office. The complete cycle with appropriate timeline mapping of submission of technical contents in the context of "Call for Papers", "Paper Submission", "Review- Process & Revisions" and "Final Call for Acceptance/Rejection of Camera Ready Papers" shall be well-described & advertised on the website/social/digital media platforms. The sponsoring organization gives the guidelines about the mandatory durations in-between these events. Usually, the "Call for Papers" is initiated at least 5-6 Months prior to the conference event, where 1 Month for "Paper Submission", 2 Months for "Review Process", and 1 Month for "Final Verdict" are allocated. 2 months must be kept as contingency for mandatory plagiarism checks on each paper before being assigned to the reviewers, for extension in paper submission deadline due to low number of submissions and for receiving camera ready submissions.

4.2.7 Duration of conference

The entire conference programs, including inaugural, technical, and closing sessions, shall be held for 2-3 days. While, for national level conference/symposium, the same can be executed in 1-2 days.

4.2.8 Conference Program

After the receipt of camera-ready papers and author registration, the complete finalized conference program must be put on event website as well as social marketing channels to include details of opening and closing ceremonies, details of keynote speeches in plenary sessions, details of research sessions (along with details of paper titles/ authors, session chairs). The program committee will also ensure that papers of similar research themes should be grouped together in one session. All of the activities should be mentioned with specific time slots and venue/room number location so participants can decide to attend particular conference sessions as per their research interests. It is responsibility of program committee to encourage maximum number of authors to present their papers physically in the conference. Only, If an author has genuine reason for not being able to by physically present at conference venue, a recorded presentation on the conference template must be obtained alongwith a video conference provision for addressing Questions and Answers at conclusion of recorded presentation.

4.2.9 Keynote speakers & industrial panel

At least 5 x international speakers and 10 x national speakers, exhibiting excellent scholastic record and professional background, shall be invited to deliver the keynote speaking at different sessions of the conference. The industrial panel shall be constituted with relevant industrial members.

4.2.10 Local arrangements & allied facilities

Full travel/ accommodation guidance to international/National visitors shall be well-described and displayed on relevant forums. A dedicated Local Arrangement Committee should supervise these

activities for facilitation of local and foreign visitors to the conference. The local arrangements may include: hotel booking (at least 3 Star), visa arrangements, local transportation arrangement. Other duties may include arrangements at conference venue, which include: auditorium/seminar halls/tea-lunch management. These shall be carefully planned for the smooth conduction of conference. The financial cost of all arrangements should not exceed the specified approved budget sub-head.

4.2.11 Chief Guests for Opening and Closing Ceremony / Plenary Sessions

The availability of key guests such as Chief guests shall be confirmed 15 days before the commencement of conference.

4.3 Post-Conference Responsibilities

4.3.1 Settling budget with IU Finance Departments and Filing Financial Reimbursement case for Sponsoring organizations

After the completion of the conference, it is the duty of the Conference Finance and Registration Committee members to settle the financial bills of the conference with the IU finance department. Audited Financial bills will be required to be attached for filing conference reimbursement claims from SHEC/ HEC / PSF and other sponsoring bodes.

4.3.2 Publishing of the Proceedings of conference

The proceedings of conference should be published on conclusion of the conference. The Conference Proceedings should have unique ISSN/ISBN for wide circulation and must include full details of the Keynote Speakers, Committee members (including Organization, Technical Program, Finance and Registration and other committees) , Plenary/Keynote Speakers details along with abstracts of their talks, Session chair details, Details of orally presented papers with presenting author data. The conference proceedings shall be published with-in 30 days of the conference (or as per guidelines of the publishing agency). The proceedings shall be indexed with any of the well-reputed relevant data publishers such as IEEE/Springer/Elsevier/Emerald/Sage/Wiley etc.

4.3.3 Post-Event report

After the completion of the conference, the organizing committee through the relevant Dean office shall submit the post-event report and original expenditure receipts on prescribed performa with-in one month of the conference to IU-ORIC, DAASR and QEC departments for record keeping and reporting to regularity bodies for university accreditation/ ranking.

4.3.4 Planning Strategies of next Conference

If national level conference builds a stature as demonstrated by the increase of its audience, high quality published contents, and impact, the case can be built by the organizers to elevate their national level conference to an international level conference with corresponding increase in funding level. In case the philosophy of rotation is adopted for national/international conference between multiple collaborating institutes, the empty slot of alternate year can be utilized.

Form A - Application form for organizing Conferences/Symposiums

1. Type of the Event: Conference/Symposium

2. Title of the Event:

3. Level of the Event: International/National

4. Aim/Theme (outline):

5. Scope of the Event:

6. Relevance/Significance of the Event with reference to Existing National Needs:

7. Collaborating Institutions:

8. Proposed Date(s):

9. Tentative Programs (Attach Program as Annex):

10. Venue:

11. Target Participants (No./Institutions): (attach list of participants giving their designation/organization etc.)

12. List (No. and Names) of Foreign Invited Guest Speaker(s):

13. List (No. and Names of National Invited Guest Speaker(s):

14. Website of the event (please provide the link):

15. Proposed Name(s) of Chief Guests:

16. Registration fee be charged (give details):

17. Co-Organizers:

18. Details of Accommodations and allied facilities required for the dignitaries:

19. Financial Assistance/Sponsorship available from other sources:

    Name of Agency & Amount

    a.

    b.

20. Financial assistance required from IU:

21. Attach Budget Estimates (Specimen at Form B)

22. Likely Outcomes and benefit for the IU:

23. Give number of Conferences/Symposiums that have been conducted by your faculty during current financial year with title, dates and amount expended:

24. Any other related information (attach sheet, if required):

25. Focal/Contact Person (Name/Designation/Department/Telephone/E-mail): Signature of Organizer: Name:

26. Recommendation of Dean of the Faculty:

Signature: Name: Official Stamp: Date:

Form-B Itemized Budget Details

3. BUDGET OF THE EVENT: *(Sub-heads can be changed with event requirements)*			
Particular	**Amount (Rs.)**	**Total**	**Details**
Air Travel for Invited speakers			
Travelling (Foreign)			
Travelling (National)			
Remuneration for Invited speakers			
Remuneration (Foreign)			
Remuneration (National)			
Accommodation for Invited speakers			
Accommodation (Foreign Invited)			
Accommodation (National Invited)			
Entertainment			
Lunch / Tea 1st Day			
lunch / Tea 2nd Day			
Publication			
Letterheads			
Call for Papers A2 size			
Invitation cards			
Envelope A4 size			
Book of Abstracts			
Big Promotional Panaflex			
Standees			
PVC ID cards			
Stage Panaflex with frames			
Certificate			
Stationary			
Pens with 4 color printing			
Bags for authors			

CDs for proceedings			
Writing pads			
Conference Gifts			
Shields with Fancy Boxes			
Chief Guest Shield			
Contingency			
Contingency			
Grand total			
In words			

Form C – Post Event Report of Conferences/Symposiums

1. Title of the Event:

2. Type of the Event: Conference/Seminar

3. Level of the Event: International/National

4. Institution:

5. Dates of Event, Venue, etc:

6. Duration (provide event schedule):

7. Focal Person/Chief Organizer (Name, Contact, Institution & Designation):

8. Details of Participants

(Foreign/Local): Faculty: Students: Staff:

9. Detail of Speakers (provide list of presenters & papers presented):

   a. Number of Speakers: National / International

   b. Name(s):

   c. Country: Organization:

10. Total Expenditure:

11. Funding Amount/Sponsor Agencies:

12. Approved Funds from IU: Reimbursement Claim Letter No.

Advance: Dated:

13. Benefits achieved for IU:

14. Policy level recommendations for Relevant stakeholders/Ministries/Govt. Dept./HEC/Industrial Chambers/Associations/Beneficiaries:

15. Declaration/Outcomes/Achievements at International/National Level:

16. Paper Presentation/Publication details:

17. Proceeding Indexation:

18. Any other related information:

19. Please attach a few pictures of the event, event website/source-link:

21. Focal/Contact Person (Name/Designation/Department/Telephone/E-mail):

Signature of Organizer: Name:

Please provide soft copy of the information as well on dir.oric@iqra.edu.pk, director.qec@iqra.edu.pk, dir.academics@iqra.edu.pk