University of Central Punjab

(Incorporated by Ordinance No. XXIV of 2002 promulgated by Government of the Punjab)

Working Paper 27
Approval of Policy to conduct Research Conferences

Sponsored by Office of Research, Innovation and Commercialization (ORIC)

1. Preamble

For the legacy of the institute in terms of research coverage, linkage, collaboration, new ideas sharing platform, and engagement of key figures, the execution of consistent and reputable national-international conference/symposium research events are inevitable. In this regard, the efforts and resources are needed to produce the enabling environment for patronage and support of organizing the conferences at the university.

2. Aim

At UCP, there is no policy that stipulates the procedure and guidance necessary for the appropriate conduction of conference/symposium on the campus. 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 UCP as a reputed brand for meetup of well-known figures, platform of nurturing new ideas, and influx of quality papers.

3. UCP Conferences

At UCP, 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. Table 1 highlights 4 x UCP flagship international conferences for multiple faculties and 9 x national level conferences/symposiums for each faculty. The spread of 13 (4 + 9) conferences over the span of 2 years is presented in Table 2.

Table – 1 – UCP Conference Plan

Conference Type.	Conference Title	Sponsoring/Partner Publishers	Frequency	Faculties
International Flagship Conference	*1 x Conference on Business, Management & Law	Emerald/Sage/ Elsevier	Alternate Years	FMS & FOL in Partnership
International Flagship Conference	*1 x Conference on Social Sciences, Humanities & Mass Communication	Emerald/Sage	Alternate Years	FHSS, FLL, FMMC in Partnership
International Flagship Conference	1 x Conference on Sciences & Technology	Elsevier/Wiley/ Springer	Alternate Years	FOST, FOP in Partnership
International Flagship Conference	*1 x Conference on Engineering & Information Technology	IEEE/Wiley/ Elsevier/Springer	Alternate Years	FOIT, FOE in Partnership
National Level Conference/Symposium	9 x Conference/Symposium in Relevant Fields	HEC/PHEC/ Relevant Bodies	Next Year	All Faculties Alone

*Relevant domains/fields are mentioned in Appendix A

Table. 2 – Year wise distribution of 13 conferences/symposiums

Conferences Type	Mode	Year Y		Year Y+1	
		1st Half	2nd Half	1st Half	2nd Half
International Flagship Conference	Partnership	1 x FMS, FOL	1 x FOIT, FOE	1 x FHSS, FLL, FMMC	1 x FOST, FOP
National Level Conference/Symposium	Alone	1 x FHSS 1 x FLL 1 x FMMC	1 x FOST 1 x FOP	1 x FMS 1 x FOL	1 x FOIT 1 x FOE

4. Management/SOPs of UCP Conferences

The details of the management, guidelines and SOPs to deliver the high-quality conference are as follow:

4.1 **Sponsorship of conferences** – For the conduct of international/national conferences, UCP will provide the sponsorship. However, other avenues shall

be explored for income generation such as PHEC/HEC, PSF, UNISEF/UK/US aid agencies, ministries/foreign embassies, sponsoring publishers/partners, foreign collaborations and income generation from the registration fees.

4.2 **Procedural mechanism** – All international/national level conferences will be organized as per the SOP provided by ORIC office, which provides details related to guidelines, schedule/timeline, budget estimation, post event actions and report, in line with HEC/UCP requirements. All conference activities shall be prepared at least 5 months in advance. 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 UCP conference.

4.3 **Assembling the committees** – The organizing/technical committees exhibit plan, strategic meetings, organize and run the conference. Moreover, sub-committees 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.

4.4 **Aims, scope, mode & event details** – The 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 brochures, websites, social/digital media platforms and also posters/letters of conference should be circulated to relevant universities, ministries, government organization etc.

4.5 **Timeline & tracking of conference** – 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.

4.6 **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 and the budget shall be limited to 0.5 Million PKRs.

4.7 **Submissions of technical contents** – The complete cycle with appropriate time-line mapping of submission of technical contents in the context of "Call for Papers", "Paper Submission", "Review- Process & Revisions" and "Final Call for Acceptance/Rejection" 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 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.

4.8 **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.

4.9 **Travel/venue information, local arrangements & allied facilities** – The international travel and UCP venue information shall be well-described and displayed on relevant forums. The local arrangements in terms of hotel booking (at least 3 Star), visa arrangements, transportation mechanism, on-campus/rest- house facility and allied facilities such as auditorium/seminar halls/tea-lunch management shall be explored for the smooth conduction of conference. For this purpose, the Directorate of Academics shall be taken on-board for the arrangement of all these facilities.

4.10 **Chief Guest/Rector** – The availability of key guests such as Chief guests/Rector etc. shall be confirmed well-advance (60 days) before the commencement of conference.

4.11 **Proceedings of conference** – The proceedings of conference should exhibit the unique ISSN/ISBN for wide circulation. The conference proceedings shall be published with-in 30 days of the conference and shall be indexed with any of the well-reputed relevant data publishers such as IEEE/Springer/Sciencedirect-Elsevier/Emrald/Sage/Wiley etc.

4.12 **Software/website management and similarity index** – The conference related software management system such as (Easy-chair etc.) shall be adopted for review process and record maintenance. 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 as per HEC prescribed limit before publishing the contents in the conference proceedings.

4.13 **Sponsorship and exhibition** – 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 etc.) shall be prepared, where the sponsoring agency will be given the advertising desk, presentation slots,

logo space on posters/brouchers/proceedings etc.

4.14 **Budgeting 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.

4.15 **Registration fees** – The initial registration fee structure for the conference shall be decided as per the details mentioned in below Table, which may increase with time.

Registration Fee	Category of Participants	Amount
Local Participant	Presenting Professionals	PKR 7,000
	Presenting Students	PKR 3,500
	Non-Presenting/visitors	PKR 500
International Participant	Presenting Professionals	USD 100
	Presenting Students	USD 75
	Non-Presenting/ visitors	USD 50

4.16 **Stature upgradation of 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.

4.17 **Rotation of Conference** – 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.

4.18 **Coverage, societal impact and stakeholders** – The conference' message, recommendations, roadmaps in terms of societal impact, which is generated through the brain storming and idea sharing of researchers /experts, shall be disseminated along with conference proceedings to relevant

stakeholders such as ministries, govt. organizations, think-tanks and industries.

4.19 **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 20 days of the conference.

5. Proposal:

The Policy to conduct Research Conferences is given in Annexure-A.

6. Recommendation:

The ACM is recommended to approve the UCP Policy to conduct Research Conferences.

Dr. Shahid Raza
Director ORIC
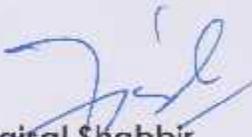
Faisal Shabbir
Director Academics

Dr. Nassar Ikram
Pro-Rector

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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. Presence of Rector/Pro-Rector required:

    a) Inaugural Session   b) Closing Session c) Any other activity

17. Registration fee be charged (give details): _____

18. Co-Organizers: _____

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

20. Financial Assistance/Sponsorship available from other sources:

    Name of Agency & Amount

    a. _____

    b. _____

21. Financial assistance required from UCP: _____

22. Attach Budget Estimates (Specimen at Form B)

23. Likely Outcomes and benefit for the UCP: _____

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

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

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

Signature of Organizer: _____

Name: _____

27. Recommendation of Dean of the

Faculty: Signature:_____

Name:_____

Official Stamp: _____

Date: _____

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Form B - Estimated Budget Guidelines for holding International Conferences/Symposiums/Seminars

SN	Item	Quantity	Rate (Rs.)	Amount (Rs)
A. Remuneration, Travel, Boarding & Lodging				
1.	Air Travel Sponsorship for Foreign Invited Speakers	2 (Phy.) + 3 (Online)	200,000	400,000
2.	Air Travel Sponsorship for National Invited Speakers	5 (Phy.) + 5 (Online)	20,000	100,000
3.	Accommodation for Foreign InvitedSpeakers – 1 Night Stay	2	10,000	20,000
4.	Accommodation for National InvitedSpeakers – 1 Night Stay	5	5,000	25,000
5.	Remuneration for Foreign Invited Speakers	5	20,000	100,000
5.	Remuneration for National Invited Speakers	10	10,000	100,000
	Total			745,000
B. Food & Refreshment				
1.	3 Lunch + 1 Dinner	170	250/lt x 4 = 1,000	170,000

2.	3 Tea Refreshments	170	50/lt x 3 = 150	25,500
3.	Disposable Glasses	1000	5	5,000
4.	Catering + Cutlery Services (3 days)	170	50/lt x 3 = 150	25,500
	Total			**226,000**
C.	**Printing & Publishing**			
1.	Proceedings/Abstract Books	200	200	40,000
2.	Conference Bags + Printing	180	800	144,000
3.	Shields + Souvenirs	30	300	9,000
4.	Conference Certificates	200	40	8,000
5.	Banners + Brochures	10+100	2000+200	40,000
6.	Conference Cards + Strips	200	40	8,000
	Total			**249,000**
D.	**Stationery**			
1.	Folders (Printed)	200	2	5,000
2.	Paper Pads (Printed)	200	5	10,000
3.	Paper Rims	5	80	4,000
4.	Printed Ball Points	200	1	3,000
5.	Miscellaneous Stationary	200	2	5,000
	Total			**27,000**

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	E. Remuneration of Organizers & Contingencies:			
1.	Remuneration for Chief Organizers & Support staff	1 0	10,000	100,000
2.	Contingencies/ Unforeseen expenses	-	50,000	50,000
	Total			150,000
	Total budget (A+B+C+D+E)			1,397,000/-

* For national level conference/symposium, the budget shall be limited to 0.5 Million PKRs.

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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 UCP: _____ Advance:_____

    Reimbursement Claim Letter No. _____ Dated: _____

13. Benefits achieved for UCP: _____

14. Policy level recommendations for Relevant stakeholders/Ministries/Govt.

    Dept./HEC/IndustrialChambers/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: _____

20. Please provide soft copy of the information as well on research@ucp.edu.pk

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

    Signature of Organizer: _____

    Name: _____

22. Recommendation of Dean of the

    Faculty: Signature:_____

    Name:_____

    Official Stamp: _____

    Date: _____

Appendix A:

1. **IEEE International Conferences on Digital Futures and Transformative Technologies(ICoDT²):** ICoDT² will consist majorly on following tracks but not limited to it:

   (a) Trends in Technology

   (b) Computing

   (c) Intelligent Systems

   (d) Applied Technologies

   (e) e-learning

   (f) Security

Technology Trends	Computing	Intelligent Systems
• Internet of Things	• Quantum computing	• Artificial Intelligence
• Blockchain	• High Performance	• Neural Networks
• Big Data	Computing	• Fuzzy Logic
• Smart Cities	• Distributed and	Control/Systems
• Industry 4.0	Parallel Systems	• Expert Systems
• Data Analytics	• Social Computing	• Agents and
• Mobile Applications	• Cloud Computing	MultiagentSystems
• Deep Learning	• Grid Computing	• Data Mining
• Digital Transformation	• Embedded Computing	• Ambient Intelligence
• Automotive and	• Large-Scale	• Sentiment Analysis
Manufacture	Applications	• Neural Language
Engineering	• Human-Centered	Processing

	Computing	• Support Vector Machines
	• Mobile Computing	

Applied Technologies	e-Learning	Security
• Computer Vision	• E-Learning Tools	• Privacy
• Image Processing	• Mobile Learning	• Surveillance
• Robotics	• E-Learning Organizational Issues	• Biometrics
• Video Analysis		• Internet Security
• Medical Diagnosis		• Web Service
• Segmentation Techniques	• Virtual Learning Environment	• Secure Transactions
• Virtual Reality	• Web-based Learning	☐
• Augmented Reality	• Collaborative Learning	
	• Delivery System & Environment	

2. **Springer International Conference on Water, Energy, and Environment for Sustainability (IC-WEES):** This conference will consist of following areas but not confined to these areas:

(a) Water and Wastewater and its Management

(b) Energy and Green Technologies

(c) Climate Change and Policy

(d) Agriculture and Biotechnology for Environment

(e) Sustainability

(f) Natural Sciences

(g) Computational Intelligence, Applied and Engineering Mathematics

(h) Bioinformatics

Water and Wastewater and its Management	Energy and Green Technologies	Climate Change and Policy
• Emerging pollutants in water • Underground water resources • Wastewater treatment technologies • Drinking water • Water reservoirs • Water Management practices • Mobile Applications	• Energy requirements for water extraction • Chemical risks assessment • Renewable energies • Green built environment • Cross fertilization of emerging technologies to overcome water problems	• Climate change risks and impacts • Climate change and acclimatization and mitigation • Climate change actions for SGDs • Policy issues • Governance for compliance • Climate change disasters • Early warning systems
Agriculture and Biotechnology for Environment	Sustainability	Natural Sciences
• Bioremediation and environmental protection • Agriculture biotechnology for plant protection	• Internet of things for water, energy and environment • Cross fertilization of emerging technologies to overcome water problems	• Mathematics • Physics • Statistics • Chemistry

• Bio-pesticides • Biocontrol and environmental wellbeing • Solid waste managementand resource recovery Bioinformatics	• Smart cities and entrepreneurial ecosystems • Supply chain Sustainability • Green Entrepreneurship • Corporate Social Responsibility and Sustainability	

3. **Emerald International Conference on Business, Management and Social Sciences (ICB-MASS):** This conference will consist of following areas but not confined to these areas:

   (a) Organizational Behavior and Human Resource Management

   (b) Marketing and International Business

   (c) Accounting and Finance

   (d) Management

   (e) Mass Communication

   (f) Economy

   (g) Development Studies

   (h) Psychology

   (i) Counseling

Organizational Behavior and Human Resource Management	Marketing and International Business	Accounting and Finance
• Strategic Human Resource Management • International human ResourceManagement	• International business • Sale and Salesforce Management • Digital Marketing • Marketing Analytics	• Corporate Finance • Banking & Finance • Management& CostAccounting

• Comparative Human ResourceManagement • HR Analytics • Organizational Behavior • Organizational andOccupational Psychology • Leadership	• Strategic & Applied Marketing • Advertising & BrandManagement • Consumer Behavior	• Investment & PortfolioManagement • Behavioral Finance • Financial Institutions &Capital Markets • Islamic finance • Venture Capital/ financing
Management	**Mass Communication**	**Economy**
• Strategic Management • Negotiation & conflictManagement • International Management • Innovation Management • Design Thinking • CSR & Ethics • Governance and Sustainability	• Strategic Communication • Computer-Mediated Communication • Rhetoric and Discourse • Broadcast Journalism • Conflict Peace and Media	• Globalization and Socio-economic Change • Trade and Industry • Sustainable Development and Household Behavior
Development Studies	**Psychology**	**Counseling**
• Trade vs Aid • Development and climateChange • Participation and Social change	• Clinical Psychology • Educational Psychology	• Career Counselling • Careers Education • Career Guidance