

Guidelines for Organizing a Pre-Conference Workshop

1. Define the scope and objective/s of the workshop in the context of medical journalism (preferably). Inform main organizing committee through the scientific committee (LOR) and get permission to use the logo.
2. Responsibilities dedicated to the workshop committee members at an institution - Coordinator, facilitators, a focal person (communicate names to the scientific committee).
3. Budget/logistics - PAME shall not provide any funds. These may be self-generated through workshop fee. However, an audit should be conducted, and details should be sent to the main organizing committee of the conference at UHS.
4. Venue / Date / Time. Select a venue that is easily accessible and appropriate for the expected number of participants. Ensure availability of necessary facilities (audio-visual equipment, seating arrangements, etc.).
- 5 Workshop structure – Title to be communicated to the main organizing committee through the scientific committee (Prof. Saira Afzal). Develop a detailed agenda, including session topics, timings, and breaks. Prepare or gather necessary materials (presentations, handouts, pre-readings etc as required).
6. Dissemination of information and Registration - Flyers, emails, and social media posts may be chosen as desired and considered appropriate. Share with the WhatsApp group made for this conference as well. Ensure consistent message. Set up an online registration portal and keep a record.
7. Participant communication - Send regular updates to registered participants (e.g. reminders, agenda details, logistics information).
8. On the day of the workshop - Set up a Registration Desk with name tags, materials, and any necessary information. Post-Workshop – get feedback (Evaluation).
9. Documentation: Write a brief report on the learning experience and send it to the organizing committee for archiving through the scientific committee. Submit details of workshop participants (names/affiliations/contact numbers), funds generated and expenses made. Funds that are generated shall remain with the host institution for future educational activities if exceed expenses.

Prof. Saira Afzal is the focal person for all the workshops that shall be planned. She is also a member of the scientific committee along with Dr. Adeela Shahid.

Send your Pre-Conference workshop proposal/details to drsairaafzal@kemu.edu.pk or contact +92 322 4943022 (Faiza Aziz)