

Working Paper # 48

Revision of Policy on National/ International Conferences

Sponsored by Research Dte

Preamble

1. As per the existing Research, Innovation and Commercialization (RIC) Policy 2015, each institution of NUST is required to organize one national level Conference/Seminar/Symposium each year and at least one international level Conference/Seminar/Symposium on every alternate year in their respective field of disciplines. However, this has many limitations and challenges such as low funding, low quality papers, limited visibility as well as the IEEE requirement of allowing only one conference for one institution. Other challenges include event management and organizing, visibility of information and its circulation, output to stakeholders, lack of development of maturity of conferences, low quality of submissions, limited proceedings and its indexation.

Aim:

2. The policy aims to streamline the procedure for smooth conduct of conferences, their standardization, development of maturity and creation of NUST branded conferences for high stature and repute.

Committee Formulation

3. Following committee for “Organizing National/International Conferences at NUST” was formulated to propose for NUST conferences model as per international practices and latest trends.

- | | | | |
|----|-----------------------------------|---|-----------|
| a. | Dr. Usman Qamar, College of E&ME | - | President |
| b. | Dr. Hammad M. Cheema, RIMMS | - | Member |
| c. | Dr. Asfia Obaid, NBS | - | Member |
| d. | Dr. Umar Shahbaz, College of E&ME | - | Member |
| e. | Dr. Syed Ali Hassan, SEECS | - | Member |
| f. | Dr. Muhammad Arshad, SCEE-IESE | - | Member |



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g.	Dr. Adnan Maqsood, RCMS	-	Member
h.	Dr. Usman Liaqat, SCME	-	Member
i.	Engr. Jamshaid Ikram, DD (Publications)	-	Member
j.	Mr. Muhammad Muzammil Tanveer, Fin Dte	-	Member
k.	Ms. Fabiha Aziz, AD (Publications)	-	Secretary

Committee Recommendations:

4. The committee proposed a new model of organizing conferences to be held regularly at NUST and should be divided into following two categories:

- a. **International Conferences:** The international conferences aimed to build NUST brand and to gradually attract premium quality papers shall consist of:
- (1) 3 x NUST Flagship International Conferences.
 - (2) 2 x Rotating Conferences under National Centers at NUST.
 - (3) 1 x Rotating Conference between Countries (HONET)
- b. **National Conferences:** 8x National Conferences to be organized by schools / colleges on particular themes and according to their strengths. A list of conferences which schools / colleges desire to continue and grow may be shared with Research Dte.

International Conferences

5. The proposed NUST International Flagship Conferences are mentioned below and these will ultimately be linked to leading proposed professional societies (marked by asterisk sign):

- a. **IEEE* International Conference on Digital Futures and Transformative Technologies (ICoDT²):** The International Conference on Digital Futures and Transformative Technologies will consist of but not limited to the following tracks:

- (1) Technology Trends
- (2) Computing



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- (3) Intelligent Systems
- (4) Applied Technologies
- (5) Security
- (6) e-Learning

Technology Trends	Computing	Intelligent Systems
<ul style="list-style-type: none"> • Internet of Things • Blockchain • Big Data • Smart Cities • Industry 4.0 • Data Analytics • Mobile Applications • Deep Learning • Digital Transformation • Automotive and Manufacturing Engineering 	<ul style="list-style-type: none"> • Quantum Computing • High Performance Computing • Distributed & parallel systems • Social Computing • Cloud Computing • Grid Computing • Embedded Computing • Large-scale applications • Human-Centered Computing • Mobile computing 	<ul style="list-style-type: none"> • Artificial Intelligence • Neural Networks • Fuzzy Logic • Expert Systems • Agents and Multi-agent Systems • Natural Language Processing • Data Mining • Support Vector Machines • Ambient Intelligence • Sentiment Analysis
Applied Technologies	Security	e-Learning
<ul style="list-style-type: none"> • Computer Vision • Image Processing • Robotics • Video Analysis • Medical Diagnosis • Segmentation Techniques • Augmented Reality • Virtual Reality 	<ul style="list-style-type: none"> • Privacy • Surveillance • Biometrics • Internet Security • Web Services • Secure Transactions • Cryptography • Secure Protocols • Cyber Security 	<ul style="list-style-type: none"> • e-Learning Tools • Mobile Learning • e-Learning Organisational Issues • Collaborative Learning • Virtual Learning Environments • Web-based Learning • Delivery Systems and Environments

This will be an annual conference which will rotate among following Schools/Colleges:

- (1) SEECS
- (2) MCS
- (3) PNEC
- (4) CAE
- (5) CE&ME
- (6) SMME
- (7) RIMMS & RCMS

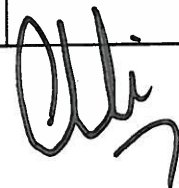


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b. **Springer* International Conference on Water, Energy, and Environment for Sustainability (IC-WEES):** International Conference on Water, Energy, Environment for Sustainability will consist of following tracks but not limited to:

- (1) Water and Wastewater
- (2) Energy and Green Technologies
- (3) Climate Change and Policy
- (4) Biotechnologies for Environment and Agriculture
- (5) Sustainability
- (6) Natural Sciences
- (7) Computational Mathematics
- (8) Bioinformatics

Water & Wastewater	Energy & Green Technologies	Climate Change & Policy
<ul style="list-style-type: none"> • Emerging pollutants in water • Underground water resources • Wastewater treatment technologies • Drinking water • Water reservoirs • Water Management practices 	<ul style="list-style-type: none"> • Energy requirements for water extraction • Chemical risks assessment • Renewable energies • Green built environment • Cross fertilization of emerging technologies to overcome water problems 	<ul style="list-style-type: none"> • Climate change risks and impacts • Climate change adaptation and mitigation • Climate change actions for SDGs • Policy issues • Governance for compliance • Climate change disasters • Early warning systems
Biotechnologies for Environment & Agriculture	Sustainability	Natural Sciences
<ul style="list-style-type: none"> • Bioremediation and environmental protection • Agricultural biotechnology for plant protection • Bio-pesticides • Biocontrol and environmental well-being 	<ul style="list-style-type: none"> • Internet of things for water, energy and environment • Cross fertilization of emerging technologies to overcome water problems • Smart cities and entrepreneurial ecosystems 	<ul style="list-style-type: none"> • Mathematics • Physics • Statistics • Chemistry



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<ul style="list-style-type: none"> • Solid waste management and resource recovery • Bioinformatics 	<ul style="list-style-type: none"> • Supply Chain Sustainability • Green Entrepreneurship • Corporate Social Responsibility and Sustainability 	
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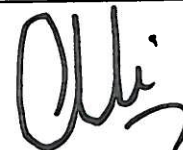
This will be an annual conference which will rotate among following Schools/Colleges:

- (1) SCEE
- (2) USPCAS-E
- (3) MCE
- (4) SNS
- (5) ASAB
- (6) SCME
- (7) NBS
- (8) SADA

c. **Emerald* International Conference on Business, Management and Social Sciences (ICB-MASS):** International Conference on Business, Management and Social Sciences will consist of following tracks but not limited to:

- (1) Organizational Behavior & Human Resource Management
- (2) Marketing & International Business
- (3) Accounting & Finance
- (4) Management
- (5) Psychology
- (6) Development Studies
- (7) Counseling
- (8) Mass Communication
- (9) Economics

Organizational Behavior & Human Resource Management	Marketing & International Business	Accounting & Finance
<ul style="list-style-type: none"> • Strategic Human Resource Management • International Human Resource Management 	<ul style="list-style-type: none"> • International Business • Sales & Salesforce Management • Digital Marketing 	<ul style="list-style-type: none"> • Corporate Finance • Banking & Finance • Management & Cost Accounting



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<ul style="list-style-type: none"> • Comparative Human Resource Management • HR Analytics • Organizational Behavior • Organizational & Occupational Psychology • Leadership 	<ul style="list-style-type: none"> • Marketing Analytics • Strategic & Applied Marketing • Advertising & Brand Management • Consumer Behavior 	<ul style="list-style-type: none"> • Investment & Portfolio Management • Behavioral Finance • Financial Institutions & Capital Markets • Islamic Finance • Venture Capital / Financing
Management	Mass Communication	Economics
<ul style="list-style-type: none"> • Strategic Management • Negotiation & Conflict Management • International Management • Innovation Management • Design Thinking • CSR & Ethics • Governance & Sustainability 	<ul style="list-style-type: none"> • Strategic Communication • Computer-Mediated Communication • Rhetoric and Discourse • Broadcast Journalism • Conflict Peace and Media 	<ul style="list-style-type: none"> • Globalization and Socio-economic Change • Trade and Industry • Sustainable Development and Household Behavior
Development Studies	Counselling	Psychology
<ul style="list-style-type: none"> • Trade versus Aid • Development and Climate Change • Participation and Social Change 	<ul style="list-style-type: none"> • Career Counselling • Careers Education • Career Guidance 	<ul style="list-style-type: none"> • Clinical Psychology • Educational Psychology

This will be an annual conference which will rotate among following Schools/Center:

- (1) NBS
- (2) S3H
- (3) CIPS

6. The initial registration fee structure for the NUST flagship conferences shall be as follows and may be further increased with time.

Registration Fee	Category of Participants	Amount
Local Participant	Presenting Professionals	PKR 7000
	Presenting Students	PKR 3500
	Non-Presenting / Visitors	PKR 500



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International Participant	Presenting Professionals	USD 100
	Presenting Students	USD 75
	Non-Presenting / Visitors	USD 50

7. There shall be an additional two international conferences (1) IEEE International Conference on Robotics and Artificial Intelligence (ICRAI) and (2) IEEE International Conference on Robotics and Emerging Allied Technologies in Engineering (iCREATE) under the umbrella of the National Centers at NUST i.e. National Center of Robotics and Automation (NCRA) and National Center of Artificial Intelligence. These conferences shall be managed by their respective national centers.

8. Finally, there shall be a one inter countries conference i.e. IEEE International Conference HONET-ICT (International Conference on High-capacity Optical Networks and Enabling/ Emerging Technologies). HONET was jointly established by NUST and UNC Charlotte and has already held 16th International Conference of its series as of 2019. This conference shall be managed by HONET-ICT committee.

9. All of the above international conferences will be governed by NUST SOP for international/national conferences as described in para 11 and Annex 'A'.

National Conferences

10. Upto 8x national conferences may be held by different NUST Schools/Colleges annually. Schools/Colleges hosting flagship international conferences in a given calendar year will be exempted from hosting a national level conference. Also, NUST Schools/Colleges already conducting specific conferences may continue to do so.

11. NUST will provide sponsorship for organizing national and international conferences, however, other sources of sponsorships including HEC, PAS, PSF, foreign collaborations and income from registration fees may also be solicited. The provision and funding for holding of the conference may also be kept in R&D project proposals submitted by the institutions.



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12. If a national conference grows in stature as demonstrated by the increase of its audience, ordinality, and impact, the organizers may move a case for the elevation of their national level conference to an international level conference with corresponding increase in funding level.

13. All international / national conferences will be organized as per the SOP attached as Annex 'A', which provides detailed guidelines for conduct, schedule/timeline, budget estimates and post event actions & report, in line with HEC / NUST requirements. The conference organizers are to prepare the activities at least 5 months in advance (with all requirements spelt out) and strategic level takeaways for ministries and stakeholders to be provided within a fortnight of the event's conclusion. The event website is to be setup and made available online 4 months in advance of the event. All history of the conference and proceedings should remain archived online and linked to subsequent conferences.

Financial Effects

14. The total financial effect for implementing this policy for organizing International / National Conferences will be 12.5 M (starting FY 2020-2021).

Recommendation of Research Directorate

15. The subject policy was deliberated and endorsed by UCRIP held on 12 Dec 2019 and is recommended for approval with immediate effect.

16. Academic Council is requested for approval.



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**SOP / GUIDELINES FOR ORGANIZING CONFERENCES / SEMINARS /
SYMPOSIUMS AT NUST INSTITUTIONS**

INTRODUCTION

1. NUST encourages its institutions to organize National and International Conferences, Seminars, and Symposium etc. for the purpose of sharing professional knowledge and good practices in the academia, industry and corporate sectors. These events also help showcasing NUST at national/international levels and networking with its peers, stakeholders etc.
2. While organizing these events, financial resources are collected by the organizers through registration fee and sponsorships from other organizations such as Co-sponsors, Co-Host, HEC, PSF, Industry and Corporate Sector. Institutions may also apply for financial support from Main Office NUST to bridge the gap in their finances/shortfall.

AIM

3. Aim of this SOP/Guidelines is to standardize the procedures for organizing and timely processing of approval in principle by the Competent Authority for national/international Conferences, Seminars, and Symposiums to be held at NUST Institutions and timely dissemination of information for administrative support by the concerned offices.

SOP / Guidelines

4. The NUST Institutions are required to adopt following procedure while organizing Conferences, Seminars or Symposiums:
 - a. An event must be planned well in advance (at least 05 months) and NUST Application Form be forwarded to Research Directorate for getting the principle / administrative approval and financial assistance from funding agencies, and/or as required from Main Office NUST. The application form must reach Research Directorate 60 days prior to the event's proposed date through E-Office, alongwith supporting documents.



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- b. To meet the international standards, a proficient / skilled Organizing and Technical committee be setup whose members should have experience in organizing conferences. Careful planning and organization of the event is the basis of successful holding of conference.
- c. The international conference should be preferably held for 2-3 days including inaugural, technical and closing sessions.
- d. Event should be well advertised and have visibility on internet, social media and should reach relevant scientific communities. Call for papers to be presented should be announced at least 4 months before the conference as per HEC's new policy (2019). For the content management of publications/publicity/visibility there should be experienced/scientific and technical experts/editors etc. ICT Dte may be liaised with for creation of website under NUST domain, while M&C may be contacted for website development and promotion.
- e. Accommodations and allied facilities from NUST Main Office be clearly mentioned on the Application form for requisite arrangements by Adm Dte.
- f. The proceedings of the conference should bear an ISSN/ISBN which ensures wide circulations and unique identification of proceedings. The conference proceedings are to be published within 30 days of the conference and indexed with Google Scholar, IEEE Explorer digital society and/or included in any Abstracting and Indexing (A&I) databases/warehouses.
- g. Attach duly filled application forms of donor/sponsor agencies alongwith the case for processing at Research Dte. The Application Forms of the sponsor agencies are available on their websites.
- h. Provide information of invited Speakers preferably 05x international speakers and minimum 10x national speakers for international event alongwith the **brochure** of the event containing aims, objectives and detailed program etc.
- i. The information about the Chief Guest and Rector's presence for the event (if required) must be forwarded alongwith the application form (60 Days prior to event). Talking points for the external Chief Guest and / or Rector NUST will be required 15 days prior to the event.
- j. The institutions should scrutinize the expenditures while approving the financial plan. Austerity measures be kept in mind while planning the event. Budget Guidelines for organizing conferences is attached for reference.
- k. One of the most important aspect is the dissemination of conference recommendation to the relevant stakeholders, Ministries, public sector organizations, thinktanks and industries. Therefore, the Schools / Colleges have to prepare a synopsis giving high level / strategic perspectives of the event with clear takeaways / recommendation and the list of recommended stakeholders to be forwarded the synopsis alongwith conference proceedings.
- l. After the completion of event, institutions must submit information requested in para. k alongwith **Post Event Report** and original receipts of expenditure to Research Directorate within 15 days on prescribed proforma.



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APPLICATION FORM
FOR ORGANIZING CONFERENCES/SEMINARS/SYMPOSIUM

1. **Type of the Event: Conference / Seminar / Symposium**
2. **Title of the Event:** _____
3. **Theme / Objectives (outline):** _____
4. **Scope of the Event:** _____
5. **Relevance / Significance of the Event with reference to Existing National Needs: -**

6. **Collaborating Institutions:** _____
7. **Proposed Date(s):** _____
8. **Tentative Program (Attach Program as Annex):** _____
9. **Venue:** _____
10. **Target Participants (No. / Institutions):** _____
(attach list of participants giving their designation/organization etc.)
11. **List (No. and Names) of Foreign Invited Guest Speaker(s) :** _____

12. **List (No. and Names of National Invited Guest Speaker (s) :** _____

13. **Website of the event (please provide the link):** _____
14. **Proposed Name(s) of Chief Guests:** _____
15. **Presence of Rector / Pro-Rector required:**
a) **Inaugural Session** b) **Closing Session** c) **Any other Activity**
16. **Registration fee be charged (give details):** _____
17. **Co-Organizers:** _____
18. **Details of Accommodations and allied facilities required for the dignitaries:** _____



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19. Financial Assistance/Sponsorship Available from other sources:

Name of Agency & Amount

a. _____

b. _____

20. Financial assistance required from NUST: _____

21. Please attach Budget Estimates (Specimen at Annex B)

22. Loan Required from NUST: _____

23. Likely Outcomes and benefit for the institution/NUST: _____

24. Give number of Conferences/Seminars/Symposiums that have been conducted by your institution 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 Principal of the Institution:

Signature _____

Office Stamp

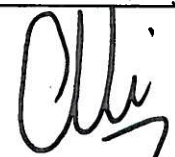
Date: _____



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Estimated Budget Guidelines for holding International Conferences / Symposiums / Seminars

A: Travel Expenses and Remuneration for Foreign & Local Speakers				Remarks
Sr.	Expense Name	Quantity	Amount (PKR)	
1	Sponsorship for Travel expenses of Foreign invited speakers @ PKR 180,000 per head	5	180,000×5=900,000	
2	Sponsorship for Travel expenses of National speakers / Resource Persons @ PKR 20,000 per head	10 – 15	20,000×15=300,000	
3.	Remuneration for Foreign Speakers		20,000×5=100,000	
4.	Remuneration for National/ Local Speakers		10,000×10=100,000	
5.	Local Participants	50	-	Local participants – no travel expense
TOTAL		65 - 70 pers.	1,350,000	
B: Stationary				
Sr.	Expense Name	Quantity	Amount (PKR)	
1	Workshop Folders / NUST Shields - to be distributed among Speakers and Dignitaries @ Pak Rupee 2,000 per bag	15 + 5 = 20	2000×20=40,000	15 Speakers+ 5 Dignitaries / Chief Guests + 50 local Participants
2	Stationary for participants @ 150 per head	70	150×70=10,500	
TOTAL		For 170 pers.	50,500	
C: Boarding & Lodging				
Sr.	Expense Name	Quantity	Amount (PKR / Day)	
1	Accommodation for Foreign Speakers @ Pak Rupee 10,000 / person / day	5	10,000×5=50,000	NUST Accommodations preferred
2	Accommodation for National Speakers / Resource Persons @ Pak Rupee 5,000 / person / day	10 – 15	5,000×15=75,000	NUST Accommodations preferred
TOTAL		20 pers.	125,000	
D: Entertainment				
Sr.	Expense Name	Quantity	Amount (Pak. Rupee) / Day	
1	Lunch	170	170×500=85,000	
2	Tea	170	170×90×2times=30,600	
3	Dinner	25	25×500=12,500	
TOTAL		170 pers.	128,100	
E: Publications				
S. No.	Expense Name	Quantity	Amount (Pak. Rupee)	
1	Brochures @ Pak Rupee 200.00 per brochure	200	200×200=40,000	
3	Website Development & Database Management	1	20,000	
TOTAL		-	60,000	
F: Contingencies				
Sr.	Expense Name	Quantity	Amount (Pak. Rupee)	
1	Unforeseen Expenses	-	50,000	
TOTAL		-	50,000	
Other sources of Sponsorships including HEC, PAS, PSF, foreign collaborations and income from Registration fees may also be solicited.				


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POST EVENT REPORT

1. Title of Event: _____
2. Type of the Event: Conference / Seminar / Symposium
3. Level of the Event: International / National
4. Institution: _____
5. Dates of Event, Venue, etc. _____
6. Duration (please provide event schedule):

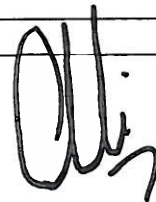
7. Focal Person / Chief Organizer (Name, Contact, Institution & Designation):

8. Details of Participants
(Foreign/Local): _____ Faculty:
_____ Students: _____ Staff: _____
9. Detail of Speakers (please 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 Grant from NUST: _____ Loan/Advance:
_____ Reimbursement Claim Letter No. _____ Dated:

13. Benefits achieved to Institution/NUST: _____
14. Policy level recommendations for Relevant stakeholders / Ministries / Govt. Dept., / HEC / Industrial Chambers / Associations/Beneficiaries:

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



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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@nust.edu.pk.



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Signature of Focal Person
Official Stamp