



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT: PROCEDURE FOR MANAGING CONFERENCES AND WORKSHOPS

DOC. NO. JOOUST/RIO/OP 47

AUTHORIZED BY: DEPUTY VICE-CHANCELLOR SIGN: 
RESEARCH, INNOVATION AND OUTREACH

ISSUED BY: DIRECTOR, SIGN: 
CENTRE FOR RESEARCH, INNOVATION AND TECHNOLOGY

1.0 DOCUMENT DISTRIBUTION

S/NO	TYPE	OFFICE
i.	Master Copy	QMR
ii.	Copy	DVC,RIO
iii.	Copy	DRT,CRIT
iv.	Copy	RRIO
v.	Copy	FHs
vi.	Soft Copy	JOOUST Website by Password

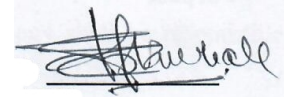
2.0 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
26/9/2013	Procedure separated from JOOUST/RIO/OP 46: (Procedure for administration of Research Projects and Grants)
30/4/2015	Changed procedure name to Managing Conferences	

ISSUE NO: 001	REVISION NO: 02	DATE OF ISSUE: 15TH OCTOBER, 2011
--------------------------------	----------------------------------	---

Restructured Clauses 6.1.1 - 6.1.8, removed 6.1.9 to 6.1.15 of method 6.1

Removed methods 6.2 and 6.3



- 1.0 **Purpose** : To ensure efficient organization and conduct of workshops and conferences.
- 2.0 **Scope** : This procedure covers all aspects regarding application of grants and organization of Workshops and conferences.
- 3.0 **References:**
 - 3.1 ISO 9001:2008 Standard
 - 3.2 JOOUST Quality Manual
 - 3.3 JOOUST Statutes
 - 3.4 JOOUST Strategic Plan
 - 3.5 JOOUST Service Charter
- 4.0 **Terms and Definition**
 - 4.1 **QMR:** Quality Management Representative
 - 4.2 **VC:** Vice-Chancellor
 - 4.3 **DVC, RIO:** Deputy Vice-Chancellor, Research, Innovation and Outreach
 - 4.4 **DVC, AA:** Deputy Vice-Chancellor, Academic Affairs
 - 4.5 **RPPC:** Research, Publication and Press Committee
 - 4.6 **Abstract:** Summary of Proposal
 - 4.7 **BUC:** Bondo University College
 - 4.8 **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
 - 4.9 **FHs:** Functional Heads (DVC, Deans, Directors, Registrars, Heads of Sections/Units, Chairpersons of Departments)
 - 5.0 **Functions:** Operative units within the University such as Divisions, Schools/Departments and Directorates

ISSUE NO: 001	REVISION NO: 02	DATE OF ISSUE: 15 TH OCTOBER, 2011
-------------------------	---------------------------	---

5.0 Responsibilities

5.1 Principal Responsibility:

The DVC, RIO shall coordinate all conferences within the University.

5.2 Other Responsibilities

The Director, Centre for Research, Innovation and Technology shall be responsible for the implementation and effective supervision of this procedure.

6.0 Method

6.1 Conferences

- 6.1.1 The DVC, RIO shall initiate and convene a meeting of the RPPC to table the proposal to conduct a conference/workshop.
- 6.1.2 The DVC, RIO shall forward the proposal to UMB for consideration.
- 6.1.3 The DVC, RIO shall, upon approval, constitute a conference organizing committee at least nine (9) months prior to the date of the event.
- 6.1.4 The conference organizing committee shall announce the conference.
- 6.1.5 The Chairperson of the Committee shall update the DVC, RIO on the progress of the preparations.
- 6.1.6 The committee shall conduct the conference.
- 6.1.7 The Chairperson shall present the workshop report and proceedings to the DVC, RIO.
- 6.1.8 The DVC, RIO shall update the VC on the conference/workshop activities.

ISSUE NO: 001	REVISION NO: 02	DATE OF ISSUE: 15 TH OCTOBER, 2011
-------------------------	---------------------------	---