



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

DOCUMENT: PROCEDURE FOR MANAGING SCIENTIFIC CONFERENCES

DOC. NO. JOOUST/RIO/OP 44

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

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

1.0 DOCUMENT DISTRIBUTION

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2.0 DOCUMENT CHANGES

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1.0 Purpose:

To ensure efficient organization and conduct of scientific workshops and conferences.

2.0 Scope:

This procedure covers the organization of scientific workshops and conferences.

3.0 References:

- i. ISO 9001:2015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. JOOUST Strategic Plan 2016/17-2020/21
- v. JOOUST Service Charter

4.0 Abbreviations/Acronyms and Definitions

- i. Abstract: Summary of Proposal
- ii. DVC (AA): Deputy Vice-Chancellor, Academic Affairs
- iii. DVC (RIO): Deputy Vice-Chancellor, Research, Innovation and Outreach
- iv. FHs: DVC, Deans, Directors, Registrars, Heads of Sections/Units,
Chairpersons of Departments.
- v. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- vi. QMR: Quality Management Representative
- vii. RPPC: Research, Publication and Press Committee
- viii. VC: Vice-Chancellor
- ix. Functions: Operative units within the University such as
Divisions, Schools/Departments and Directorates

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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 conference report and proceedings to the DVC, RIO.
- 6.1.8 The DVC, RIO shall update the VC on the conference/workshop activities.

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