



Shifa Tameer-e-Millat University and Shifa International Hospital (affiliated hospital) is accredited to provide continuing professional development which includes continuing medical education and continuing dental education.

## CONTINUING MEDICAL EDUCATION

### LOGISTICS FORM

<p style="text-align: center;"><b>Required Printing Materials</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Poster</li> <li><input type="checkbox"/> Folder</li> <li><input type="checkbox"/> Invitation card</li> <li><input type="checkbox"/> Program agenda</li> <li><input type="checkbox"/> Booklet</li> <li><input type="checkbox"/> Certificate</li> <li><input type="checkbox"/> Writing pads</li> <li><input type="checkbox"/> Pens</li> <li><input type="checkbox"/> Any other (please mention)</li> </ul>	<p style="text-align: center;"><b>Required Advertisement Materials</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indoor SIH</li> <li><input type="checkbox"/> Outdoor SIH</li> <li><input type="checkbox"/> Backdrop</li> <li><input type="checkbox"/> Shields</li> <li><input type="checkbox"/> ID Badges + pouches + hanging strips</li> <li><input type="checkbox"/> Gate banners</li> <li><input type="checkbox"/> Welcome Banner</li> <li><input type="checkbox"/> Podium banner</li> <li><input type="checkbox"/> X-Stands</li> <li><input type="checkbox"/> Any other promotional item (please mention)</li> </ul>
<p style="text-align: center;"><b>Required Media Coverage</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photography</li> <li><input type="checkbox"/> Video Coverage</li> <li><input type="checkbox"/> Documentary</li> <li><input type="checkbox"/> Live Surgery</li> <li><input type="checkbox"/> Webinar</li> <li><input type="checkbox"/> Social Media Coverage (Facebook, Twitter)</li> </ul>	<p style="text-align: center;"><b>Required Print Media Coverage</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Print Media Coverage</li> <li><input type="checkbox"/> Shifa News</li> <li><input type="checkbox"/> Shifa Speaks</li> <li><input type="checkbox"/> Newspaper Ad</li> <li><input type="checkbox"/> Press Conference (Pre / Post Event)</li> </ul> <p><i>Please provide the scientific text for print media</i></p>
<p style="text-align: center;"><b>Required Boarding and Lodging</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hotel (please mention the name)</li> <li><input type="checkbox"/> Air ticket (please mention the name)</li> </ul>	<p style="text-align: center;"><b>Food and Catering Service</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Morning Tea</li> <li><input type="checkbox"/> Lunch (buffet / lunch box)</li> <li><input type="checkbox"/> Evening Tea</li> <li><input type="checkbox"/> Hi – Tea</li> <li><input type="checkbox"/> Working Tea</li> <li><input type="checkbox"/> Faculty Dinner (please mention the name of hotel, if not in SIH)</li> </ul>
<p style="text-align: center;"><b>Required Venue Décor</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chairs</li> <li><input type="checkbox"/> Sofas</li> <li><input type="checkbox"/> Tables</li> <li><input type="checkbox"/> Carpets</li> </ul>	<p style="text-align: center;"><b>Required IT Arrangements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Multimedia arrangements + Screen</li> <li><input type="checkbox"/> Laptop</li> <li><input type="checkbox"/> Hand mics</li> <li><input type="checkbox"/> Collar mics</li> <li><input type="checkbox"/> Table mics</li> </ul>
<p><b>Any other arrangements/facility required:</b></p>   	

After receiving the filled form, Budget will be prepared and shared with you.

**FUNDS REGARDING THE ACTIVITY WILL BE GENERATED BY THE HOSTING/INITIATING DEPARTMENT**

DO NOT WRITE IN THIS BINDING MARGIN