# **CRC Event Support Request Tuesday, April 02, 2019**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Event:** | Choose an item. | | | If Other: Click here to enter text. | | | |
|  |  | | | | | | |
| **Chairperson of the Event  (Full Name with title):** | Click here to enter text. | | | | | | |
|  |  | | | | | | |
| **Chairperson’s Email:** | Click here to enter text. | | | | **Chairperson’s Mobile:** | | Click here to enter text. |
|  |  | | | | | | |
| **Title of the Event:** | Click here to enter text. | | | | | | |
|  |  | | | | | | |
| **Arabic Title of the Event:** | Click here to enter text. | | | | | | |
|  |  | | | | | | |
| **Event Duration:** | **From:** Click here to enter a date. **To:** Click here to enter a date. | | | | | | |
|  |  | | | | | | |
| **Type of Support:** | Full Support **(includes)**:  a. Budgeting (KU/KFAS/Sponsors)  b. Website Design/Development  c. Online and Onsite Registration System  d. Scientific Support (Database / Abstract)  e. Logistical Support (Arrangements for gifts, printing, refreshments, social events, Speaker accommodation and transport)  f. Media (Newspaper / Social Media)  g. Evaluation of the Speakers and the Event  h E-Certificate for the Attendees | | Office Support **(options)**:  Invitations  Email Advertisements (HSC, MOH, Previous participant database, HSC Website, HSC Bulletin Board, Plasma TVs)  Social Media (KU Twitter, Facebook and Instagram) and Media (Kuwait TV and Radio)  Internal Reservations  KIMS Partial Support (CME) – KIMS Registration only for credits  KIMS Full Support (CME) – includes the Online Registration System, Evaluation and E-Certificate. | | | | |
|  |  | | | | | | |
| **Note:** | 1. Database, Registration System, E-Survey and E-Certificates are performed according to CRC Policies. 2. CRC will work according to Kuwait University financial rules and regulations. | | | | | | |
|  |  | | | | | | |
| **Comments:** | Click here to enter text. | | | | | | |
|  |  | | | | | | |
| **Chairperson’s signature:** |  | | | | | | |
|  |  | | | | | | |
| **Director of CRC Approval:** |  | **VDR Office Approval:** | | | |  | |

**Centre for Research Support and Conferences (CRC)**

**Support Policies**

1. **CRC General Policies:**
   1. CRC operates under the Vice Dean for Research and Postgraduate Studies, Faculty of Medicine.
   2. CRC will work according to Kuwait University financial rules and regulations.
   3. All provided systems are properties of CRC and **ONLY** CRC has the right to modify the contents.
   4. CRC uses the available and permitted software applications.
2. **Database and Registration Systems Policies:**
   1. Database and Registration systems are **paperless** using online and onsite software applications **ONLY**.
   2. All data are properties of CRC and the organizing committee of the event.
   3. The design of any database will be according to CRC technical specifications depending on available applications at Kuwait University.
   4. The database systems will be managed and maintained according to CRC Policies.
   5. Registration systems include the attendance system, which will be provided according to CRC Policies.
   6. Registration systems are designed to provide computerized information.
   7. The collected data will be in the pledge of the participants themselves.
3. **Electronic ( E ) E-Certificates and E-Survey Systems Policies:**
   1. E-Certificates and E-Survey systems are **paperless** and designed to provide computerized information.
   2. Completed E-Survey will be in the pledge of the participants themselves.
   3. CRC uses the proper electronic forms to create E-survey according to CRC Policies.
   4. E-Certificates are saved as PDF files and distributed by email **ONLY**.
   5. E-Certificates are designed by CRC and the organizing committee of the event.
   6. E-Certificates are signed by the CME Officer and/or the chairperson of the event.
   7. All issued certificates will be according to CRC E-Certificate policies.