

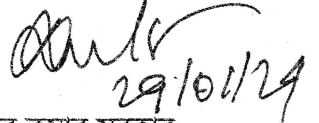


ঢাকা বিশ্ববিদ্যালয়

বিজ্ঞপ্তি

ঢাকা বিশ্ববিদ্যালয়ে অনুষ্ঠেয় কনফারেন্স/সেমিনার/সিম্পোজিয়াম/ওয়ার্কশপ ও সভা আয়োজনের ক্ষেত্রে সংযুক্ত চেকলিস্ট অনুসরণ করার জন্য আদিষ্ট হয়ে সকলকে সবিনয় অনুরোধ করা যাচ্ছে।

প্রশাসনিক ভবন
ঢাকা বিশ্ববিদ্যালয়


২৭/১০/২৭
প্রবীর কুমার সরকার
রেজিস্ট্রার
ঢাকা বিশ্ববিদ্যালয়

নং রেজি/প্রশা-৩/ ৫৪০২৫- ক্রি

তারিখ : ২৫/১০ /১৪৩০ বঙ্গাব্দ
২৯/১০ /২০২৪ খ্রিস্টাব্দ

**Checklist to Organize
Conference/Seminar/Symposium/Workshop
Descriptions**

SL

1. Date and Time
2. Location/Place/Venue/Room No
3. Name/Title
4. Purposes/Goals
5. Guests lists: Chair, Chief Guest, Special Guest(s), Guest of Honour, Panelists/Discussants, others (if any).
6. Participants List
7. Invitation Cards
8. Uploading in the Website as Upcoming Event
9. Name Holder
10. Attendance Sheet
11. Sitting Arrangement both in the Stage and in front Audience Preferably in Written
12. On Stage: Invitation Cards, Programme Agenda, Brochure/ Leaflet/Booklet, Name Holder, Pen, Notebook, Tissue, Water, Flower Bouquet, Folder with Related Documents/Papers/ Presentation.
13. Banner: Backdrop banner, Hanging and Demonstrative type banner, X-banner
14. Sound and Light, Hand Holding Microphone (few)
15. Podium and Stage Decoration
16. Documents/Materials/Gifts: Arrangements and Distribution
17. Moderator
18. Rapporteur - Meeting Minutes
19. Volunteer List (BNCC, Rover Scouts, Ranger Unit and Students)
20. Media: Press Release (pre and post event), Electronic, Print and Social; Photographer and Videographer, Website Upload, Mass Circulation via emails/social media
21. Entertainment/Refreshment
22. Name of Assigned Officer and Staff to Conduct All Relevant Activities.

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Checklist to Organize Meeting

- | SL | Descriptions |
|-----|--|
| 1. | Date and Time |
| 2. | Location/Venue/Room No |
| 3. | Name/Type of Meeting |
| 4. | Chairman and Committee Member/Meeting Participant List |
| 5. | Invitation Letter |
| 6. | Meeting Agenda |
| 7. | Law, Rules, Order and Guidelines related to the Committee Functions |
| 8. | Supportive Documents, Pen, Notebook, Participants list, Attendance Sheet, Honorarium (if any) |
| 9. | Rapporteur - Meeting Minutes |
| 10. | Photographer |
| 11. | Room Preparation (Light, Sound, Chair, Cleaning, Tissue, Water) |
| 12. | Responsible Committee Member/Participant or Respective Officer Assigned for the Meeting, Supporting Staff Assigned for the Meeting |
| 13. | Entertainment/Refreshment |