

Process of organizing PPIE meetings at Ziauddin University

1. Send a request to prepare participant reimbursement cheques to the Office of Research, Innovation and Commercialization (ORIC)
 - a. Required information: Account title, Account Number, Computerized National Identity Card (CNIC)
2. Send an email to request for room arrangement (ziauddin.ctu@zu.edu.pk)
3. Request a menu from the Food Services Department
4. Obtain "Activity Form" from Ziauddin University Administration. Complete the form and get it signed by:
 - a. Head of the Critical Care Medicine Research Group (if unavailable, Director of the Clinical Trials Unit)
 - b. University Registrar
5. Submit copies of the form to the Food Services Department and Security Office.

Checklist

Meeting date & time:	
	Request reimbursement cheques
	Request room arrangement
	Request a menu
	Finalize menu
	Fill Activity Form
	Activity Form signed by Head of Department
	Activity Form signed by Registrar
	Submit form to the Food Services Department
	Submit form to the Security Office