



## **1. PURPOSE**

The purpose of this procedure is to provide guidance to VEKAM's management, for the regulation of the process and format for project and event proposals, and the assessment of such proposals.

## **2. SCOPE**

This procedure applies for the implementors of the projects to be presented to VEKAM, as well as the management of VEKAM.

## **3. REFERENCES**

N/A.

## **4. RESPONSIBILITIES**

- 4.1** The Director of VEKAM is responsible with the implementation of the present procedure.
- 4.2** The Administrative Affairs Senior Specialist and the Project Specialist are responsible with the preparation and/or revision of the present procedure.
- 4.3** The Director of VEKAM as well as assigned staff members are responsible with the application of the method.

## **5. DEFINITIONS**

### **5.1 Project and Events Admission Procedure**

The written rules stipulating the format and process for all kinds of exhibition, conference, symposium, research etc. proposals to be presented to VEKAM, by external stakeholders.

### **5.2 Project Executive**

The person responsible with the execution of the project.

### **5.3 Methodology**

The basis of the method to be employed in the project.

### **5.4 Sustainability**

The means to ensure continuity with respect to the project proposal.

## **6. FUNDAMENTAL PRINCIPLES**

### **6.1 Any project or event to be submitted to VEKAM should be submitted as a file covering the following matters.**

#### **6.1.1.** Project executives (individuals/organizations) should note a brief resume and their contact details.

- Project Executive Details (Resume)
- Post address
- Telephone
- Fax
- E-mail address
- Web site

#### **6.1.2.** Project's general description and short definition.



- Project Name
- Project Site
- Project Term
- Number of Participants
- General Description of the Project

**6.1.3.** The project executives are expected to provide a detailed description of the project they intend to implement.

- Project's Aims
- Project Objectives
- Methodology
- Target Audience
- Sustainability
- Limitations

**6.1.4.** Detailed activity program, the mode of application, and the project calendar shall be discussed.

- Project's Activity Plan
- Project Calendar

**6.1.5.** A detailed presentation of the cost analysis for the project is requested (All kinds of tools-equipment, transportation, human resources etc. required for the project). Other financial inputs, if any, should also be disclosed.

- Project Budget
- Financial Resources

**6.1.6.** Information about other individuals/organizations to be involved in the project, and the specific areas of contribution of the project partners to be involved, is requested.

- Project Partners
- Resumes of Project Partners
- Contact Details of Project Partners
- The stages of involvement of project partners, and their contributions to the project.

**6.1.7.** The requests from the Koç University Vehbi Koç Anakara Studies Research Center (VEKAM) , within the framework of the project, should also be noted.

## **6.2 Exhibition**

**6.2.1.** Signing of an agreement between the parties, stipulating duties and responsibilities.

**6.2.2.** Specifying a curator for the exhibition

**6.2.3.** Presentation of an inventory file, by the organization/individual or agency which proposed the exhibition, stipulating the following information about the items to be exhibited.

- Description
- Photo
- Measurement
- State of the Material
- Value of the Material
- Owner of the Collection / Material



**6.2.4.** Delivery of the materials to be exhibited, in ordered packages, sorted out with reference to their categories.

**6.2.5.** Research on and disclosure of the information to be used in the preparation of the printed materials for the exhibition.

**6.2.6.** Performance of the following procedures in case the exhibition is requested to be opened out of town:

- Identification of the venue
- Specification of the date range
- Engagement in required correspondence
- Compilation of all kinds of layouts, plans, drawings, photos etc. regarding the venue.
- The organization/individual or agency which proposed the exhibition is requested the Insurance of the materials to be exhibited.

### **6.3 Academic Conventions**

**6.3.1.** The compilation and presentation of the list of the steering committee to take an active role in the convention.

**6.3.2.** The committee is expected to perform the following functions:

- Developing a detailed program for the convention
- Selecting the speakers to address the convention
- Obtaining contact details of the expected participants
- Providing necessary information for and checking printed materials
- Obtaining presentation materials to be used by the speakers within the framework of the convention (presentation, resume, abstract, image, powerpoint presentation etc.)
- Supporting the announcement of the meeting to relevant parties.

**6.3.3.** Sharing proposals for a more effective implementation of the meeting

**6.3.4.** Development of a scientific publication in conclusion of the meeting.

## **7. METHOD**

**7.1** For any proposal intended to be submitted to VEKAM to be included in the events schedule for the next year, they should have been submitted to the management of VEKAM, by the end of June each year.

**7.2** The proposals submitted in compliance with fundamental principles shall be subjected to an initial review.


**7.3** Where required, the matter shall be submitted to 2 reviewers specialized on the matter, to provide consultation on the scientific worth of the event proposal.

**7.4** The available date range for the proposal found to be admissible shall be established.

**7.5** A Board of Directors resolution shall be passed for the implementation of the proposal.

**7.6** An agreement shall be signed with the submitter of the proposal.

**7.7** Selection of the materials that will be used in visual media , social media , press bulletins and the matter of these documents for advertising events should be prepared and used by the approval of the corporate communication unit.

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>PROJECT AND EVENTS PROCEDURE</b> P03 -VEKAM-001	<b>Date</b> : 01.02.2017 <b>Revision No.</b> : 0 <b>Revision Date</b> : - <b>Responsible Unit</b> : VEKAM <b>Page</b> : 4/4
---	---	---

## 8. APPENDICES AND RECORDS

N/A.

## 9. REVIEW

The VEKAM Projects and Events Specialist shall be responsible with reviewing and revising the present proposal. The reviews shall be performed on an annual basis.

## 10. REVISION / DISTRIBUTIO / APPROVAL TABLE

Revised page	Date	Revision	Revision by
	01.02.2017	Initial Publication	VEKAM

<b>Distribution (Relevant Departments)</b>
All Departments

Applicability Approval (General Secretary):	Enforcement Approval (President):
---	-----------------------------------