FOM EVENT APPLICATION WORKFLOW

EVENT ORGANISER
Complete EVENT PROPOSAL FORM
EIGHT (8) WEEKS prior to event

FORM SUBMISSION
Complete the online application form at
https://medicine.um.edu.my/visibility
> VICFOM Request Forms

PRELIMINARY REVIEW[1]
- Complete proposal form and information
- Details of organizer(s)
- Objectives and Event Programme
- Tentative Speaker(s) [Local/International]
- Expected Participants
- Budget and Financial Details (Fee, Sponsorship, etc.)
- Venue and Technical Resources
- Event Brochure/Flyer

ALL COMPLETE?

NO →

YES ↓

COMMITTEE REVIEW [2]
- Determine Organiser(s) & Nature of Collaboration (if applicable)
- Objective and Content in line with UM Policies
- International Speaker – Submit to UM Central for Approval
- Availability of Venue and Technical Resources
- Event Brochure/Flyer – use of UM/FOM logo

ANY CORRECTIONS / CLARIFICATIONS?

YES →

NO ↓

COMMITTEE RECOMMENDATION
Approve / Not Approve

FOM MANAGEMENT REVIEW[3]
Present to FOM Management for Approval/Recommendation

APPROVED?

NO →

YES ↓

REJECTION LETTER ISSUANCE

APPROVAL LETTER ISSUANCE

1 Secretariat: VICFOM Office
2 Event Task Force: **Compulsory:** (i) Deputy Dean's Office (Development and Infrastructure); (ii) Visibility, Information & Communication Unit;
By Invitation: (iii) FOM Finance Officer; (iv) FOM Engineer
3 Faculty of Medicine Top Management