Step	Description/Guideline	Timeframe
Stage 1:	Student submit proposal of event in ELE Portal. (Refer to the manual for instructions) **_You are not allowed to publicise the event or collect any payment for the event before the proposal is being approved._**	a) Normal events – 1 month in advance b) Intervarsity events – 2 months in advance c) Event involving ambassadors or government bodies – 3 months in advance of the publicity period
Stage 2	Speaker Approval: After you submit the proposal in ELE Portal, if an external party is invited to give a talk to the student population in your event, submit the speaker approval form to SAA immediately. Proposal will not be process and will be rejected if the speaker approval form is not received by SAA. Process: Obtain the Speaker Approval Requisition Form, fill in the form accordingly, get advisor signature, attached together with the speaker profile and a brief content of the talk, then submit to SAA.	
Stage 3	Student Organisation President approve the event in the ELE Portal	
Stage 4	Student Organisation Advisor approve the event in the ELE Portal	
Stage 5	Conditional Approval by Student Affairs & Alumni At this stage, the organising chairperson of the event will receive a conditional approval email from Student Affairs & Alumni. Upon recipient of this email, you can start the preparation of your event, but you should not publicise the event at this stage, publicity of event can only start after the event had obtained full approval (Stage 8)	Around 7 working days
Stage 6	**Booking of venue (only for event using internal UCSI venue)** Step 1: Forward the conditional approval email from SAA to Ms. Mariamma of logistic office (mariamma@ucsigroup.com.my) together with the details of your venue booking (date, time, venue, layout plan) Step 2: Ms. Mariamma will reply to your email, confirming the availability Step 3: If the venue is available, obtain the venue booking form online or at Student Affairs & Alumni counter, get the signature of your club advisor on the form and submit to SAA. Step 4: Ms. Mariamma will confirm your venue booking after she received the form. **Booking of Vehicle (If any) (No UCSI Bus available during weekdays)**	

Step 1: Forward the conditional approval email from SAA to Mr. Krishnan of logistic office (krishnamurthy@ucsigroup.com.my) together with the details of your vehicle booking (date, time, destination, type of vehicle needed, Google Map from UCSI To the destination)

Step 2: Mr. Krishna will reply to your email, confirming the availability

Step 3: If the vehicle is available, obtain the vehicle booking form online or at Student Affairs & Alumni counter, get the signature of your club advisor on the form and submit to GLMO.

Step 4: Mr. Krishna will confirm your vehicle booking after he received the form, with the driver details.

Confirmation of Publicity Material (if any)

All publicity material that you plan to use during your event (event t-shirt, poster, flyer) must be approved by the Student Affairs & Alumni and Group Corporate Affairs (GCA), send in the draft in editable format (not JPG/PDF) by replying the conditional approval email.

You are not allowed to use UCSI University logo without the approval from SAA, if found, disciplinary action will be taken against you and your organisation.

Application of SWA (If required)

If you need SWA point, please email your programme flow to SWA Admin (swa@ucsiuniversitytrust.com), the admin will review your request and reply you by email.

Stage 7	Once all of the process done in Stage 6, reply the "Conditional Approval Email" and attached all the approval email or any evidence to SAA officer.	
Stage 8	**Full Proposal Approval by Student Affairs & Alumni** Once SAA officer receive the email, we will review and do final approval, you will receive a "Approval Email" together with ELE Stamp of your event (if any). After you receive the full approval email, you may starts your publicity. SAA reserve the rights to cancel your event even after the full approval, if there is any violation of policies/rules/regulations found.	1 to 3 working days
Stage 9	Publicity Period: General Guideline for registration of participants: When an event is based on specific target participants, the organising committee must ensure to have a registration list prepared. This is to ensure that the organising	Publicity can start maximum 30 days before the event date

		committee has proof and statistics in relation to the event. Tickets or receipts are also of importance if there is any form of payment for the event.	
		For events such as camps, site visits or any external and/or dangerous activities, **a disclaimer form** must be issued by the organising committee to the registering participants, get all participants to sign on the disclaimer form before the trip departure. Details such as emergency contact numbers should also be taken into consideration.	
		The organisation must protect the personal data of all the participants that is collected from the organisation's event or activity, student organisations are NOT ALLOWED to send any personal information of the participants to any party, including but not limited to any external collaboration partner, individual or company that the student organisation is working with to organise the event, this is a violation of Personal Data Protection Act, any violation of this rule will be subject to disciplinary action against the president of student organisation and organising chairperson of the event.	
		Ensure that participants who require ELE points are registered into the ELE portal. Refer to ELE Portal Manual for Student Organisations for more details.	
Stage 10		Event Rehearsal/Setup 7 days before the Rehearsal Date, please double confirm your setup (Venue setup, multimedia setup), timing, etc. with logistic office person in charge.	One working day before the event date
Stage 11		Event Day General Guideline: On the actual event, it is most important that the pre-planned steps be followed accordingly. Final checks can be done such as ensuring all audio and visual items are functioning well, necessary manpower have arrived and in designated positions and materials such as speech or emcee script are available, to name a few. Although said to follow plans accordingly, there are various other factors that may cause disruption to the flow. In these cases, the backup plan will come in handy or the organising committee will have to be flexible to attend to the matter in a way to minimise problems. The advisor of the student organisation must also be present at the event as a show of support and also to be on standby in case of any emergencies during the event. Should the advisor be unable to attend the event, he/she must appoint another staff representative to be at the event. **The event committee must also take the attendance of participants and committee in the ELE portal to ensure that the participants can submit their reports after the event. Refer to ELE Portal Manual for Student Organisations for more details.**	

| Stage 12 | After Event Review

All event committee listed in the proposal will have the access to submit Event Review Report in ELE Portal. Please submit the event review report in ELE Portal, and submit all receipts (Including sponsorship, participation fee collected and all payment made) to the President and Advisor of your Student Organisation for verification, after your submission of report in ELE Portal. Please ensure that the President and Advisor review and approve the Event Review Report in a timely manner after you submit the report. | Within 30 days after the event date |
|---|---|---|