



# Organization Guide First Asia Pacific Student Professional Development Conference, April 2008



## Strategic Planning

### Venue for the First Asia Pacific SPDC

Pakistan was chosen as the host nation for the First Asia Pacific SPDC after consultation with the SDOB as 60-70% of the student members belong to Pakistan and India.



*A historical place in Lahore*



*UET Lahore – The venue*

The venue for the SPDC was University of Engineering & Technology, Lahore. Lahore is the capital city of the most populated province of Pakistan. It is also the border city to India, so Lahore was chosen for the convenience of the participants. And University of Engineering & Technology is the most reputed engineering university of Pakistan, with the most active student section.



*UET Lahore*

## **Student Section Leader's Meeting**

In order to organize the SPDC, an important meeting of the active and largest student section leaders' took place in Lahore. In this meeting, the key points for organizing SPDC including the venue of the event were discussed, and a plan was formed which was agreed upon by all the members.

## **Organizing Sub-Committees/Teams**

There were almost 30 members in the organizing team, which were further subdivided into other teams mainly,

- The Publicity team
- The Protocol team
- The CAD contest team
- The Old Guard technical presentation contest team
- The Old Guard poster competition team
- The food and beverages team
- The awards and honors team
- The transport and Accommodation team
- The team for the cricket match
- The SLS team and 2 coordinators

All the teams worked very hard. The exhibition hall, which was chosen as the venue for the Old Guard poster competition, became available just 20 hours prior to the competition. The poster competition team worked all night in order to prepare the hall for the competition.



*The CAD Contest Team enjoying the work*

## **When going got tough, the tough got going!**

Problems were encountered before and during the SPDC. We didn't know anything about organizing the SPDC, the lack of ASME staff support was a major problem and any concise information was not available. There were no videos or photographs of the prior events. So, other student leaders, who had conducted SPDC prior to the Asia Pacific SPDC were contacted, in order to get information and guidelines about funding.

## **Alternate Venue**



*UET Lahore's Cafeteria*

Due to political reasons the university withdrew its support. We had to choose appropriate alternate venue within 3-4 days, and in the mean time we negotiated with the university administration. The issue was resolved, and the university continued to provide excellent support once again, but the dates had to be shifted slightly.

## **Funding**

Major sources of funds for SPDC were.

### **Funding from district**

The district leader, Mr. Kok Chuan Toh and the district operating board were contacted, and a funding of \$3000 was approved.

### **Sponsorships**

Almost 50 companies were approached in order to get sponsorships. It is quite difficult to get sponsorships in this region so personal contacts had to be used to get funding; only 3-4 companies agreed and we managed to gather \$ 1700.



*Venue for The Presentation Contest*

### **Old Guard Sponsorships**

The Old Guard sponsored prize Money for the oral competition, The poster competition and travel expenses of the participants i.e. \$225 per team.

### **Registration Fee**

In a place like district G, the registration fee had to be kept very low in order to ensure maximum participation from the Students. It was merely \$2 per person!

## **Publicity**

Almost 1000 posters of the SPDC were distributed throughout the different schools and universities of Pakistan and India for the publicity of the event.



*Few Members of the organizing team*

## **Website**

A website was made to tell people all they needed to know about SPDC.

It is worth mentioning here that the SPDC attracted many new enthusiastic members.

## **Protocol And Accommodation**



The participants were given well-come folders, which included a map of the university, the medical center, highlighting the venues for the different competitions and seminars that were to take place within the university and also, the folder contained rules and guidelines for the different competitions. And helpdesks were put up at different places. University of Engineering & Technology Lahore, supported us for accommodation for all the participants and gave other facilities as well.

## The Competitions & Events

Competitions were chosen according to the culture of students.

**The Old Guard Poster Competition** was held, and in order to ensure participation from all over the district the facility of online participation was also given, the participants sent their posters through email and the posters were printed and displayed in the exhibition hall. No one



came from India due to the *The Exhibition Hall – Venue for the Old Guard Poster Competition* political situation at the time, but entries were sent though the email.

**The CAD Contest** was locally included according to the requirement of the students as all the students of mechanical engineering learn it and can participate. It was sponsored by ASME Pakistan.

**The ASME Old Guard Technical Presentation Contest** was held in order to enhance the confidence of the students. the winner was chosen to represent Asia Pacific region at the world finals in Boston, USA.

**Networking** events like, the Cricket match, and Blast-off were held in order to increase the friendship between the students from different student sections.

**The Unit Leaders Workshop** was held, to train the student section leaders. A student section committee was formed, and due to the SPDC, two new student sections were initiated in Pakistan. An SDOB meeting was also held.

## Social & Networking Activities

To enhance the interest of the participants as well as to keep their spirits high, the participants were engaged in many networking activities. The participants were given a tour of the Old Lahore, which is famous for its strong cultural background. They were taken to the famous Food Street of



*The Participants enjoying themselves at the musical night*

Lahore for dinner. The university had given us local transport facility. \$ 225-250 was given to each team as travel expenses, for their travel from their student section to the venue. Apart from that, ASME SPDC T-shirts and gifts were given to each participant of the teams, which helped in member



*ASME members at the Grand Dinner in Traditional Dresses*

performed.

retention. On the third day of the event, the teams were taken to the Grand Dinner in one of the best hotels of Lahore, where everybody came dressed up in their traditional dresses to promote their culture. A concert was also arranged for them where a local band

## Awards & Honours

On the final day, the awards ceremony took place. All the participants were



*SPDC Chair presenting the certificate  
to HSSDC 2007 winners*

provided with certificates of participation, the winners were given prizes and shields, while the organizing team was presented with medals and certificates. And the winners of the HSSDC 2007 were given certificates and prize money. In the final address to the students, the Vice Chancellor of the university congratulated the winners and the ASME organizing team for organizing such a mega event.

## Contact Information

If you have any questions feel free to contact us.

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