

**PROTOCOL IN PLACE FOR PD AND SEMINAR SERIES-REVENUE PRODUCING**

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PD Officer

1. Communication is started with interested parties by those individuals interested in the topic, speaker visit, etc.
2. The proposal or idea to being the Speakers-visitors to our Department is brought to PD Officer's attention.
3. Academic Staff involved in the process or the topic is consulted.
4. An Academic Staff member becomes the "Party of Interest" in relation to the topic, and incharged with the content of the PD module/Seminar.
5. PD Officer seeks feedback from the Head of the Department, and then from all the Academic Staff
6. Feedback is received, and tabulated.
7. If Academic Staff is interested, we pursue the venture.
8. Communication is initiated on behalf of the Department
9. Content is worked out by relevant academic.
10. Logistics and Scheduling is worked out, as needed
11. Budget is worked out.
12. Dates are selected.
13. Appropriate Venues are secured.
14. Insurance and related are secured.
15. Division and Finance (OFM) are involved as needed.
16. Academic staff in charge of the particular offering
17. Forms, announcements are made.
18. Arrangements are made for the date of the events at MU, Security and other levels.