

Date:

QMed Knowledge Foundation
A-3, Shubham Centre
Cardinal Gracious Road
Chakala, Andheri East
Mumbai 400099
Tel: 400544474/75

Confirmatory letter for conducting a workshop for UG students

We invite you to conduct QMed's workshops in our institution on _____ (date).

We wish to conduct the following:

PubMed – Basics Reference management tool (Mendeley)

We would like:

A Hands-on (half day each) workshop Interactive 2.5-3.0 session

This workshop will be

A preconference workshop A regular workshop in our institution

We confirm the following for the workshop:

1. Internet access at the venue:

- We have broadband / wireless / Cable Internet access
- Tata Photon modems pick up signals

2. Number of participants for the workshop: _____

3. We will pay the total charges (adding the service tax) by

- a. A Demand draft
- b. On par cheque (NO LOCAL CHEQUES PLEASE)
- c. Online transfer

Cheques / DDs will favour "Quality Medical Knowledge Foundation"

4. Certificates

We will print and issue our certificates including QMed's logo

5. We will send out your pre-workshop instructions to participants, and also print out feedback forms that you send us, before the workshop

6. Coordinator from our Organization:

Name: _____

Email id: _____

Contact no: _____

7. Participants will be only UG students

(We may request two librarians/faculty to be present)

Name & Signature of Dean / Authorized Head