

## QMed's Workshops - Options

### I. Hands on workshops

(Groups of three participants share one laptop)

#### Duration

- Half day – 3.5 to 4 hrs (inclusive of tea break)
- Full day – 7 to 8 hrs (Inclusive of two tea breaks and a lunch break)

#### Program Costs: (For 18 participants; this is a minimum number we require)

1. **Half-day** - Rs. 18000/- up to 18 participants
2. **Full-day** - Rs. 25,000/- up to 18 participants

#### Important Points to Note:

1. Number of participants:
  - a. The **maximum** number we permit in one workshop is 30 (thirty) only
  - b. We will charge Rs. 1000/- per head for half day and Rs.1400/- per head for a full day workshop, respectively, for every additional participant beyond 18 (up to a maximum of 30 participants per workshop)
  - c. If you have more than 30 interested participants, please plan to have two separate groups
2. Number of computers:
  - a. Three participants will share one laptop / computer
  - b. This requires a maximum of ten computers per session
3. In case your institution has students / faculty who have attended the same hands on workshop/s earlier (and not just a lecture), we welcome them to come and assist participants in their hands on exercises. This way, they get a refresher, and participants get additional help. These volunteers will take turns in assisting, under our guidance. We will give them instructions at the beginning of the event.
4. We also welcome two MEU committee members / senior faculty to be present, but we expect that they give us a brief report with comments and suggestions about the program.
5. Please give us a clear list of hands on participants, volunteers and MEU members / Senior faculty who will be present for the workshop, before we commence the program.

## **II. Interactive Workshops**

(No hands on activities, but participants will be asked to answer questions / do short group activities)

### **Duration:**

- Each workshop will be of three hours duration (We can conduct more than one session for different batches on one day)

### **Program Costs:**

- Rs. 20,000/- per workshop session

(For each session, 40 participants is an ideal number that we recommend, especially if we have to do a group activity. We will not charge more for extra participants, but the learning experience may not be as good as with a smaller group)

### **Payment for Interactive / Hands on Workshops**

Immediately after the program by either of the options below:

1. By an on-par cheque / DD favouring "Quality Medical Knowledge Foundation"
2. Online bank transfer

Axis Bank Ltd  
Account Name- Quality Medical Knowledge Foundation  
Savings A/c No: 395010100192880  
IFS CODE – UTIB0000395  
MIDC-Andheri (Mumbai) Branch

### **Certificates**

We request institutions to offer certificates to participants, including our logo and related details. In case you need us to make the certificates, they will be charged at actuals

### **Please note:**

1. Our charges are based on a no-profit no-loss basis. Being a non-funded entity, we need this amount for our sustenance and to develop the programs further
2. "Current applicable rate of service tax will be charged for the total charges of every workshop"
3. Participants get access to Online manuals

4. For outstation programs, the following will be applicable
  - Travel reimbursement: Economy air fare, or II AC train fare / luxury bus / taxi fares / petrol costs – as applicable (where flights do not operate) – for TWO trainers
  - Pick up from and drop to the airport / railway station, as applicable.
  - Guest house accommodation if there is a need for an overnight stay

### **Technical Arrangements**

1. LCD projection facilities
2. Strong Wifi OR Broadband/networked internet access OR a venue where Tata photon (our data card) signals will be picked up

For hands on workshops, we need the following

1. One laptop or computer, with internet connectivity (WIFI / Broadband / Data-card based) for every three participants
2. Sufficient plug points/extension boards for charging laptops
3. Seating arrangement: One table with three chairs for every group of three participants. Space for two trainers to move between tables.

### **Program Arrangements & Conditions**

1. We would like every workshop to begin punctually at the scheduled time. Please plan for any Institutional formality (welcome address etc) well ahead of this time
2. Participants coming late will not be permitted inside. This is to ensure that everyone gets thorough learning and takes full advantage of our teaching
3. Participants must attend the full event, failing which they will not get their certificates
4. For hands on workshops, participants will be divided into groups of three. This is to facilitate better learning. We do not permit one person using one computer.