

Date  
05.12.2017

Deadline  
05.12.2017

---

LUMS | INVITE



INVITE

# Contents

Introduction	02
Registration Phase 1	03
Terms and Conditions	04
Registration Phase 2	05
Payment Details	07
Accommodation	08
Payment Calculation Form	09
Online Payment Voucher	10
Registration Details Form	11
Waiver of Liability	12
Code of Conduct	13

## Introduction

On behalf of LUMS Olympiad, we invite your institute to participate in this year's LUMS Olympiad 2018. We would be delighted to host your institution at our event. Please read the following rules, regulations, and registration procedures for LUMS Olympiad 2018 carefully.

## Important Dates

There will be two phases of registration.

- **Registration Phase 1**  
20<sup>th</sup> Dec - 30<sup>th</sup> Jan 2018

- **Registration Phase 2**  
1<sup>st</sup> Feb - 25<sup>th</sup> Feb 2018



## Key Highlights

- 18+ Competitions
- 30+ Institutions
- 3+ Social Events
- 800+ Participants
- Workshops
- Concert



## Registration Phase 1

This phase will require registration of each institution along with its details. These details will include:

- Names
- Contact Information
- Picture (Head Delegate)
- Accommodation
- Faculty Advisor
- Individual Participants Details
- Event Details
- Team Name

This phase will soon be followed by payments in Registration Phase 2, for which the shortlisted teams will be notified through the registration portal and email.

Registration Phase 1 will require you to:

**Form your teams**

**Compile the information of the participants & their pictures & the events they wish to participate in**

**Select a MINIMUM of 1 event to participate in per team**

**Finalize all the details of your team**

(Please refer to the grid on the registrations tab at the LUMS Olympiad 2018 website to check the number of participants from each team who can take part in a certain event.)





NOTE: You will not be allowed to edit your team after the 30th of January, which includes adding or deleting participants (unless informed otherwise by the host team). Acceptance of your team is subject to a timely submission of the required information followed by a timely payment. All the forms in the invitation package along with the payment must be submitted before 25th February 2018. Failure to comply with the specified deadlines will result in the cancellation of your team's registration.

\*These dates are tentative and are subject to the discretion of Director Registrations and the Olympiad Conveners.



## Instructions

On the portal's homepage, you will see a color-coded indicator of your team's registration status. Please refer to the following key for information regarding the registration stages:

-  Your registration information is incomplete (or you have not registered for a minimum of three events)
-  Your registration information is complete and we are currently processing your registration
-  Your team has been shortlisted and we are waiting to receive your payments and waivers
-  We have received all your information, payment and waivers

You are all set to attend the LUMS Olympiad 2018.

Once the portal indicates the team's status as Blue, the team can proceed to Registration Phase 2



## Terms and Conditions

Please go over the rules very thoroughly. These are applicable to all teams, and are to be strictly adhered to:

- Private teams are NOT allowed. Only teams officially representing an educational institution shall be allowed to take part in LUMS Olympiad 2018.

- An institution's entry will consist of a single team or multiple teams for the events it plans to participate in. Different teams from an institution will be competing against each other in the final scoring. Within one team, there can be several sub teams for the various events that the team plans to participate in. No team member can attend any of the social events without participating in AT LEAST one event.

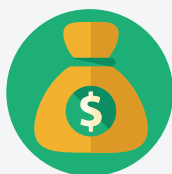
\*The host team reserves the right to modify the team cap and select teams per institution accordingly.

-Maximum number of participants allowed for a team is 35. If the number of delegates from one institution exceeds 35, the rest shall apply separately as a TEAM Band the new team shall be considered a separate institution with regards to payment (refer to payment details below) and final scoring.

- The judges/ event head(s) hold the right to disqualify any entry if it does not adhere to the proper guidelines and regulations laid out in the events section. Also, if any participant is caught in any act of vandalism and/or misconduct with the Olympiad host team, members of the LUMS student body, or the LUMS campus property as stated in the Code of Conduct, the Olympiad Conveners and the Equity Committee hold the right to disqualify either the participant or the entire team. These disqualifications shall not be followed by reimbursements of registration fee.

NOTE: Once an institution registers by submitting the forms on the LUMS Olympiad Portal, it will be provided with a Login ID and Password. This Login ID and Password can be used to access the institution's registration entry. The portal will allow any changes that the team might need to make to their registration details.

These changes include addition/removal/replacement of participants or, addition/removal of another/ existing team for an event. Please note that such changes to an institution entry can only be made during the registration period. One registration concludes, no changes in an institution's entry will be accommodated. In case an institution loses its login ID and password, the head delegate should get in touch with the Olympiad registration department through the contact number or email ID that they have specified on their registration form.



## Registration Phase 2

In this phase you are required to

- Make all the necessary payments as mentioned on your portal. A double check of the payment calculation is recommended.
- Attach the original bank draft or pay order
- Upload the copy of the original bank draft or pay order on the portal
- Attach the institution approval letter signed & stamped by the school administration
- Attach required waivers of liability signed by each participant
- Attach the Code of Conduct signed by each participant
- Attach the payment calculation form
- Attach a list of names of all finalized participants, the events they wish to attend, and socials and accommodation details



## Payment Details

Institution Registration Fee

**PKR 5,000**

 ADD TEAM B  
FOR **PKR 3,500**

1 Event

**PKR 2,500**

per delegate

2 Events

**PKR 3,000**

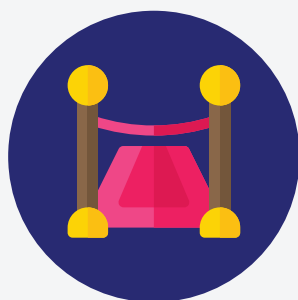
per delegate

3 Events

**PKR 3,500**

per delegate

## Socials



Opening Ceremony  
Closing Ceremony  
Dinner

**PKR 1500/DELEGATE**



Performance Night  
Cultural Night  
Concert

**PKR 1000/DELEGATE**





# Accommodation

## DELEGATES

within LUMS \ 4 Nights

**PKR 2500**  
per delegate

## FACULTY ADVISORS

### 1. Within LUMS

REDC Single Occupancy \ Meals Exclusive

**PKR 32000**

### 2. Outside LUMS

Single Occupancy \ Breakfast Included

**PKR 16000**

Payment period will commence in Registration Phase 2. Tentative dates of this period are 1<sup>st</sup> February 2017 to 25<sup>th</sup> of February. If you have any further queries, please contact us at:

[reg.olympiad18@gmail.com](mailto:reg.olympiad18@gmail.com)

We look forward to your participation in LUMS Olympiad 2018!



# Payment Calculation Form

This form must be submitted in Registration Phase 2. One form is for ONE team per institution. Different teams from one institution will have to submit separate forms.

INSTITUTE NAME:  INSTITUTE TEAM ID:

TOTAL NO. OF PARTICIPANTS  TOTAL NO. OF REGISTERED EVENTS

INSTITUTION REGISTRATION FEE  PARTICIPANTS FOR 1 EVENT   
PKR 5000 + ADD PKR 3500 FOR TEAM B PKR 2500 / DELEGATE

MANDATORY SOCIALS FEE  PARTICIPANTS FOR 2 EVENTS   
PKR 1500 / DELEGATE PKR 3000 / DELEGATE

OPTIONAL SOCIALS FEE  PARTICIPANTS FOR 3 EVENTS   
PKR 1000 / DELEGATE PKR 3500 / DELEGATE

## ACCOMMODATIONS

ACCOMMODATION REQUIRED  ACCOMMODATION REQUIRED   
TOTAL NO. OF FACULTY ADVISORS TOTAL NO. OF FACULTY ADVISORS

DELEGATE ACCOMMODATION  FACULTY ADVISOR ACCOMMODATION   
PKR 2500 / DELEGATE WITHIN LUMS PKR 32000 / OUTSIDE LUMS PKR 16000

TOTAL PAYMENT RECEIVED BY LUMS



## Online Payment Voucher

The team has to create an account on <http://register.lums.edu.pk> and activate the account by clicking on the activation link sent to them in their emails, and then follow these steps:

1. Create a NEW EVENT REGISTRATION and select LUMS Olympiad' 18 as the event.
2. Fill out the form correctly (as 1 email address gets a single chance to register a team for payment, and payments for an incorrect form will not be considered).
3. Submit the form.
4. A voucher will be generated . Download the voucher using the Download Voucher link.
5. The voucher will be paid in any branch of Allied Bank Limited (or any online and ATM payment system of the bank mentioned above).

Each email address can register 1 team on the portal. Additional teams by the same institute have to be registered with separate emails.

The team must email a copy of the paid vouchers at [reg.olympiad@gmail.com](mailto:reg.olympiad@gmail.com) with the subject "LUMS Olympiad 18: Proof of Payment".

This form must be signed by each Olympiad' 18 institute before they are allowed to register at the conference. This form must be submitted in Registration Phase 2. Failure to have all of the necessary signatures will prevent your team from proceeding with the registration process.



INSTITUTE NAME:  INSTITUTE TEAM ID:

POSTAL ADDRESS

FACULTY ADVISOR

TOTAL NO. OF PARTICIPANTS  PARTICIPANTS FOR 1 EVENT   
PKR 2500 / DELEGATE

NO. OF REGISTERED EVENTS  PARTICIPANTS FOR 2 EVENTS   
PKR 3000 / DELEGATE

NO. OF TEAMS  PARTICIPANTS FOR 3 EVENTS   
PKR 3500 / DELEGATE

ATTENDING SOCIAL EVENTS  EVENTS THEY PLAN TO ATTEND   
TOTAL NO. OF PARTICIPANTS TOTAL NO. OF PARTICIPANTS

**ACCOMMODATION REQUIREMENTS**

NO. OF MALE PARTICIPANTS  NO. OF FEMALE PARTICIPANTS

FACULTY MEMBERS

INSTITUTE INSIGNIA

PRINCIPAL'S SIGNATURE



## Waiver of Liability

This form must be signed by each Olympiad' 18 participant before he/she is allowed to attend the conference.

This form must be submitted in Registration Phase 2. Failure to have all of the necessary signatures will prevent you from proceeding with the Registration process.

I, the undersigned, from \_\_\_\_\_ (print name of school or organisation) attending Olympiad' 18 at LUMS, Lahore, from \_\_\_\_\_ to \_\_\_\_\_ hereby agree to indemnify and hold harmless the LUMS and Olympiad employees and agents, from and against any and all claims, liability, loss, cost or obligations, including but not limited to reasonable attorneys' fees and expenses, which may arise out of traveling to, participating in, and/or returning from the Olympiad' 18 Conference at LUMS, Lahore; furthermore, by the undersigned, but excluding any liability for injury, death or damage caused solely by the willful or negligent acts of Olympiad or LUMS. In addition, I understand and will adhere to public law, and realize that I am personally responsible for all charges or damages to my room at the event facilities and/or the LUMS campus.

Date:

Delegate name (print):

Delegate Signature:

Date of Birth (mm/dd/yy):

Institution Insignia:

**(If under the age of 18 on 1st March 2018 a parent or guardian must sign the form.)**

Name of Parent or Guardian (Print):



## Code of Conduct

This form must be signed by each Olympiad'18 participant before he/she is allowed to attend the conference.

This form must be submitted in Registration Phase 2. Failure to have all of the necessary signatures will prevent you from proceeding with the Registration Process.

Please co-operate with the host team.

- Observe good discipline throughout the event and especially at social events
- Observe hostel curfew
- No littering
- No criminal/unethical activity
- No edibles/cigarettes in any social event. They will be confiscated
- No dancing at concert or on campus
- Hotel curfew: 12am to 6am

Penalties in case of violation of this code of conduct:

- Entry barred to social event(s)
- Disqualification of individual
- Disqualification of team
- Letter to school
- No certificates



DELEGATE NAME

DATE

DATE OF BIRTH  
DD/MM/YYYY

DELEGATE SIGNATURE

If under the age of 18 at 1<sup>st</sup> March 2018, a parent or guardian must sign the form

NAME OF PARENT/GUARDIAN  
IF APPLICABLE

SIGNATURE OF PARENT/GUARDIAN  
IF APPLICABLE



---

Lahore University of Management Sciences  
Opposite Sector U,  
DHA, Lahore,  
Pakistan

[olympiad@lums.edu.pk](mailto:olympiad@lums.edu.pk)