



نقابة المعالجين الفيزيائيين في لبنان  
Lebanese Order of Physiotherapists

## Professional Development Activity Proposal Submission Process

- The provider of the professional development activity should start by filling in the required information which includes:
  - "Personal information"
  - "Professional development activity" form
  - "CV"
  - "NIP space booking request" form
- The provider's proposal is first reviewed by NIP coordinator to check if all required information is provided, and the proposed date of the activity do not conflict with other confirmed/in-the process proposals.
- The NIP coordinator then sends the file to the PDU coordinator to conduct his first review and fill-in the activity-review form where he provides his recommendations.
- Then the proposal is forwarded to the review panel that is headed by the Director of the NIP. The review panel reviews the proposal and the activity-review form completed by the PDU coordinator, provide their objective evaluation of the proposal, and then confirm or reject the proposal. The review process takes between 3-4 weeks. The review panel includes:
  - The President of the LOPT
  - The Director of the NIP
  - The Secretary of the Scientific Affairs
  - The Subject Matter Expert (SME)
- After approval or rejection of the proposal, an e-mail is sent by the NIP coordinator to the activity provide to inform about the final decision.
- If approved, the provider must provide a down payment (half the total amount of workshop fees) as determined by the pricing list, within 3 business after the reception of the approval email to the PDU representative or to NIP financial secretary at the LOPT

headquarters, to reserve the spot at the proposed date in the NIP. If the provider fails to pay within the state period, a follow-up e-mail is sent, and the provider is given another 3 business days. If the provider fails to pay the down payment after the follow-up email, the proposed activity is canceled, and the proposed date is considered vacant on the calendar.

- If the activity provider succeeds at paying the down payment, the provider needs to provide the coordinator of the PDU with the activity's announcement template and is allowed to use the LOPT's logo on the template. When the template is approved by the NIP, the LOPT start at broadcasting the announcement using its social media channels.
- The provider should also coordinate with the coordinator of the PDU about the catering and any requirements for the activity proposed in the NIP.
- The remaining amount of the professional development activity is provided on the day of the completion of the activity at the NIP. Moreover, the provider should fill in an excel sheet provided by the NIP that collects information about each attendee' name, phone number and e-mail address and submit it to the PDU's coordinator.
- At the end of the Professional development activity, the PDU's coordinator check the center for any damages. The provider is the sole responsible of any defect or damage that occur during activity.
- Finally, the activity provider should send a template of the certificate to [scientific.affairs@optl.org](mailto:scientific.affairs@optl.org) within 3 business days, for approval and customization.