



المركز الوطني للعلاج الفيزيائي  
National Institute of Physiotherapy

## 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
  - Certificate template that will be provided at the end of the PDA (If there will be one provided)
- The provider's proposal is first reviewed by Professional Development Unit 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 PDU coordinator then fills-in the activity-review form where he provides his recommendations and sends the whole file to the NIP.
- 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 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 PDU coordinator to the activity organizer to inform about the final decision.

- If approved, the organizer must settle a down payment (half the total amount of workshop fees) as determined by the pricing list, **within 3 business days after the reception of the approval email** to the PDU representative or at LOPT headquarters, to reserve the spot at the proposed date in the NIP. If the organizer fails to pay within the state period, a follow-up e-mail is sent, and the organizer is given another 3 business days. If they fail to settle the down payment after the follow-up email, the proposed activity is canceled automatically, 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 (**LOPT Logo must be included on the top right of the announcement and certificate template**). When the template is approved by the NIP, the LOPT start at broadcasting the announcement using its social media channels.
- 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 [pdu.nip@lopt-lb.org](mailto:pdu.nip@lopt-lb.org) within 3 business days, for approval and customization.

