

REGISTRATION GUIDELINES

TEAM DETAILS

- An institution's entry will consist of **single team or multiples teams** for the events it plans to participate in.
- Each team may consist of a **minimum of 3** and a **maximum of 5 members**.
- Each team will participate as a whole in an event. There are **NO** events for individual participants nor is any grouping/splitting allowed within one team.
- The minimum level of education **completed** to be eligible to participate is **O'2 or Matriculation 1st year**.
- If one institute sends two or more teams for the same event, they will compete as independent teams against each other.
- Academic events will be divided into three separate categories. Each team has to participate in **minimum two** or **maximum three** events and a team cannot participate in more than one event from the same category.
- Acceptance of institutions and their teams will take place on **application basis**.
- Once a team registers, it will be provided with a Login and Password. **This Login and Password can be used to access the team's registration entry, and any changes that wish to be made to the registration entry can be done on this online portal.** These changes include addition/removal/replacement of participants and editing of details and preferred events. Please note that such **changes to an institution entry can only be made during the first phase of the registration period** (i.e. from 15th October to 10th November, 2017). Once registration concludes, no changes in an institution's entry will be accommodated without the Director Registrations approval.

- Multiple entry from a single institute (i.e. more than one team from a single school/university) may not be allowed in some events. In such cases the team recommended by the university/school officials will be given preference.
- The PSIFI registrations department reserves the right to accept or reject teams based on their event preferences in order to abide by caps imposed on certain events.
- During the registration process, each team will fill out the Team Leader and Faculty Advisor's name and contact. In case an institution loses its login and password, it will be provided this information if the registration department receives an email/phone call from the head delegate's/faculty advisor's email/phone number specified in the institution's entry.
- The e-mails will go to the **JUNK** hence delegates are required to check their junk boxes regularly.
- The society is reserved to change any rule at any point in time, schools/delegates cannot contest any change.
- In case of schools bringing their faculty advisors with them, the accommodation provided to them will be in REDC. They will be charged Rs 8000/- day.
- Team leaders of every team will register on the online portal by entering the participant details, contacts, pictures as well as institution details and faculty advisor's name and contact.
- Also needed would be the number of male and female delegates requiring accommodation.
- Team leaders would enter event preferences from each category of events. Only one event from each category will be allotted to a team after Phase 1 depending on a team's preferences and availability of space.
- After successful completion of the preliminary steps each institute will be allotted a team ID, login and password to proceed further.
- Your registration will **NOT** be accepted if the team does not fill the complete information that is required and/or upload the solved evaluation form.

TRANSITIONARY PERIOD

- Each team will receive an email (on the team leader's and Faculty Advisor's email) informing them of the final status of the team's entry.
- The allotment of events and accommodation will be confirmed. Furthermore, they will be informed about the final payment to be made by the team, which will include:
 - *Team Registration fee*
 - *Event participation fee per participant in the team;*
 - *Accommodation fee (in case the participant has opted for accommodation by SPADES)*
 - The method of making the payments will also be clarified in the email.
- Teams that do not get an email regarding payments will either be waitlisted or rejected. These teams will also be informed of their status via email and our online portal.

PHASE 2

- Payments will strictly have to be made within the then provided deadline. If they are not made within the payment period, the institution's place at PSIFI IX will be cancelled.
- **Registration fee** of Rs.2500/- per team is to be submitted by every team.
- **Accommodation charges** will be Rs.3500/- per delegate subject to availability of space on campus.
- The fee structure **in addition** to registration fee is as follows:

Total Fees per delegate			
	Registration Fee		

	2 Events	3 Events	Accommodation (subject to confirmation)	Total
	4500	-	3500	8000
		5000	3500	8500

- **Faculty advisor accommodation charges will be Rs. 8000/- day.**
- Once the payment for institution, Waiver of liability form and Institution consent letter has been received, a confirmation email will be sent and its payment status will be updated on the online portal.
- The deadline for the receipt of Waiver of Liability forms and Institution consent forms would be the same as the payment deadline.
- Final confirmation will be sent and payments will be received only during this phase.

WAITLIST

- In case of non-payment of fees by the shortlisted teams in Phase 2, the teams on the waitlist will be contacted.
- These teams will have to send all forms and pay the regular registration fee by first week of December.
- After the receipt of all documents and dues, their place in PSIFI IX will be confirmed.
- No modifications to an institution's delegation will be accommodated at this stage (i.e. no addition/removal/replacement/switching around of participants and addition/removal of teams for events will be accommodated once Registration Phase concludes).

PHASE 3

- Team leaders will register their teams on campus upon arrival for PSIFI on Day 1.
- Team leaders will confirm their teams' events, participant details, submit any required documents and collect their teams' ID tags, folders and handbooks.
- Teams are expected to bring their student ID card/CNIC/B-form for identity confirmation. They are also expected to bring the copy of their bank drafts to ensure smooth entry into LUMS.

INTERNATIONAL PARTICIPANTS

Registration Phase Details

▪ Phase 1

Phase 1 for international applicants will commence on **15th October 2017** and will be closed on **10th November 2017**. During this phase the team leader only has to **register the team and mention the institution that they are representing**. No details of the team members are required. Teams that are not representing any institution will have to register themselves as 'Private'. Members of 'Private' teams can belong to different institutes. Teams representing institutions will be given preference to private teams. All valid applications will be catered to.

▪ Phase 2

Phase 2 will commence from **13th November 2017** and will be closed on **25th November 2017**. During this phase complete delegate details must be provided. A team can consist of a minimum of 3 and maximum of 5 members. Each team member must provide a recent passport size photograph taken in full face viewing the camera. Pictures not obeying the specifications will not be accepted. Team members must be

finalized at the end of this stage. Any changes made to teams after this stage will be heavily fined. Teams will also need to list 4 preferences for the academic events. **Each team will have to fill in an evaluation form. Teams will be shortlisted based on these forms.** At the end of this phase, the shortlisted teams will be informed of their selection and asked to make payments.

Payment Information for International students

Participation in PSIFI IX is subject to the following charges. All payments are to be made upon arrival to the university into the branch of MCB or Allied Bank present inside the premises of the university.

Team registration fee	USD 30*
Individual participation fee in 2 academic events	USD 50 per person
Individual participation fee in 3 academic events	USD 60 per person
Accommodation Charges	USD 35 per person

Moreover, they would be provided transportation facility from the airport to the campus and back.

DOCUMENTS REQUIRED AND MAILING INSTRUCTIONS

Each team is required to submit the following documents:

- Single Pay Order OR Bank Draft.
- Waiver of Liability for each delegate.
- Accommodation Waiver of Liability for each delegate (if applicable).
- Institution Consent Letter.
- Payment calculation form.

For multiple teams sending a single payment draft, a separate payment calculation form for each team is required. The sum amount mentioned on the Bank draft should confirm the sum on the payment calculation form. Please submit ALL of the aforementioned

documents in a single envelope (multiple teams from the same institute can send these documents together but they should be labeled accordingly). The mailing envelope MUST have the respective Team ID(s) written clearly on the back of the envelope. The payment can be made as a cumulative sum on a single Pay Order OR Bank Draft made in favor of 'Lahore University of Management Sciences'.

Please note that the name of the institution and the Team ID(s) MUST be mentioned at the back of the pay order or bank draft. The bank draft along with the other documents mentioned above must be sent to the following address:



The following is the link to the website of the event:

<https://psifi.spades.com.pk/>

(PsiFi page can also be redirected form here: <https://www.spades.com.pk/>)

Still having problems? CONTACT US!

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PSIFI IX