KENYA MEDICAL RESEARCH INSTITUTE
INTERNAL OFFICE MEMO

From: Ag. Director, Research Capacity Building	Date: 2nd August 2023
To: All Ongoing Students	Ref: KEMRI/KGS/TR/1/2023

SUBJECT: KEMRI GRADUATE SCHOOL SEMINAR PRESENTATION BOOKINGS SITE

The KEMRI Graduate School hereby informs its continuing post-graduate students that **ALL** seminars/concept note presentations shall be booked **online** via the Bookings site provided in the **attached** manual.

Manual booking through individual emails shall not be accepted henceforth, except for seminar 4 for PhDs. Seminar 4 for PhDs shall be booked on a need-basis, and only one (1) student is allowed to present in each seminar 4 (more details are in the attached manual & seminar guidelines).

The Bookings site is geared towards ensuring transparency and openness towards the handling of seminars within the KEMRI Graduate School.

For any inquiries, please contact us via **graduateschool@kemri.go.ke** or **+254114 452714**.

Regards,

Martin Bundi, PhD
KENYA MEDICAL RESEARCH INSTITUTE

THE KEMRI GRADUATE SCHOOL

MANUAL FOR THE SEMINAR BOOKINGS SITE

The seminar bookings site can be accessed via: Bookings Site

Steps to be followed when booking:

Step 1: When you click on the above link, you have a view as shown below:

The bookings site has some important guidelines (as shown below) to be followed when booking.

Step 2: Under date, scroll to the right (or left) to see the dates available (or open) for booking.

For example, in the above screenshot, 12th September 2023 is open. Click date 12 (or any other that is open) and choose time under **TIME.**

Please note: If a date is grayed out, it means it's either fully booked or it falls outside the booking schedule.

Step 3: The next section after DATE will ask you to add your details such as Name, Email, Phone number, Type of presentation (concept/thesis), Title of presentation, Course programme, Level of study (MSc/PhD), List of supervisors and their affiliations, Registration number, Seminar number (1,2 for MSc or 1,2,3 for PhD).

Please note: For PhD students, seminar 4 is booked on a need-basis, and the bookings site should **NOT** be used for booking seminar 4. Should you need to book for seminar 4, send a request to Chemutai Rono (erono@kemri.go.ke & chemutai2@yahoo.com) and **COPY** csyengo@kemri.go.ke and graduateschool@kemri.go.ke. Kindly refer to the seminar guidelines on how to send a full booking.

Step 4: After entering all the required details, click '**Book'**. You will get a confirmation message in your email like the one shown below:
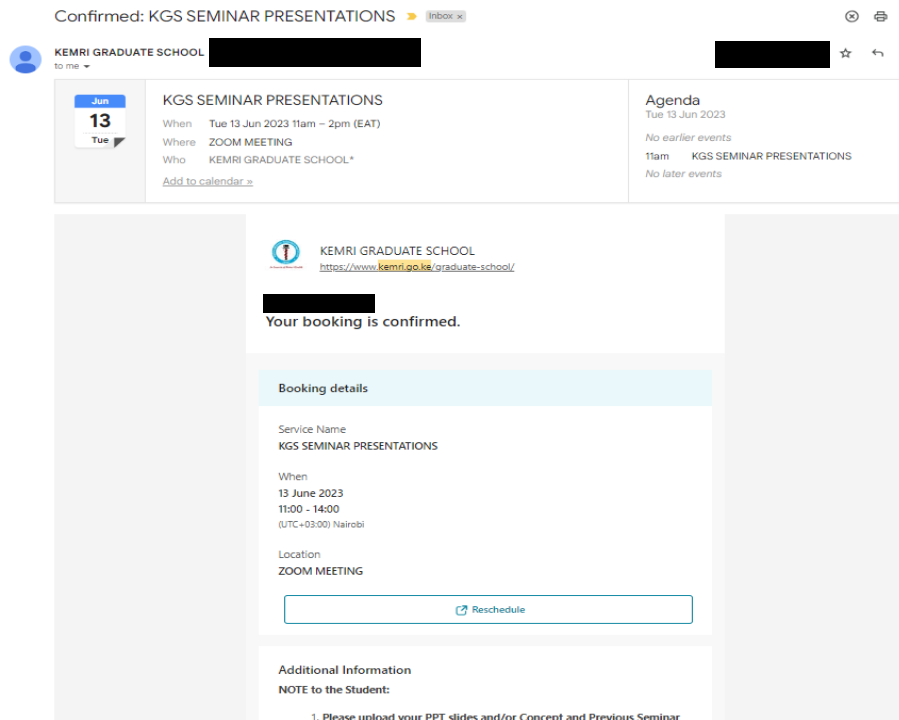
The confirmation email will come with a link where you should upload your PPT slides to secure a slot on the presentation day (see below).

The KEMRI Graduate School now has official PPT templates for seminars and concept presentations. Please download them here: SEMINAR PPT TEMPLATES. The templates have all the important sections to be included in the concept or seminar presentations, hence they act as a guide to the student.

Step 4: Upon receiving and confirming your booking, the KEMRI Graduate School Secretariat will send you a schedule with presentation timelines a day to the seminar.

The Zoom or Microsoft Teams Link for the seminar will be sent to you 1 hour into the seminar.

ALL THE BEST!

KEMRI GRADUATE SCHOOL OF HEALTH SCIENCES

SCHEDULE FOR 2023 POSTGRADUATE SEMINAR PRESENTATIONS

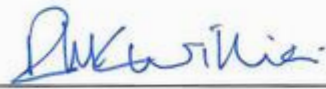| Month	Date	Time	Chairperson
January	24/01/2023	1100HRS	Dr. Martin Rono
February	14/02/2023	1100HRS	Dr. Martin Rono
March	14/03/2023	1100HRS	Dr. Martin Rono
April	No presentation except for exceptional cases		
May	09/05/2023	1100HRS	Dr. Martin Rono
June	13/06/2023	1100HRS	Dr. Martin Rono
July	11/07/2023	1100HRS	Dr. Martin Rono
August	No presentation except for exceptional cases		
September	12/09/2023	1100HRS	Dr. Martin Rono
October	17/10/2023	1100HRS	Dr. Martin Rono
November	14/11/2023	1100HRS	Dr. Martin Rono
December	No presentation except for exceptional cases		

Signed: _____ Date: January 09, 2023

IMPORTANT REQUIREMENTS FOR POSTGRADUATE SEMINAR PRESENTATIONS:

1. Presentations by a given student must be at least 4 weeks apart.
2. Booking for presentation is on first come first served basis, and any overflow of students are automatically booked for the next scheduled seminar.
3. Presentation of proposal/concept will only be allowed after successfully passing course work. Students MUST attach the provisional transcript as evidence.
4. Students at concept level MUST book with discipline-relevant topics and after they have passed their course work.
5. Students at the proposal level MUST first be cleared by their supervisors before they are accepted to book for presentations (share the clearance email to graduateschool@kemri.go.ke. **Copy to**: csyengo@kemri.go.ke and erono@kemri.go.ke or chemutai2@yahoo.com). Booking MUST be done at least ONE (1) week before the proposed presentation date.
6. A complete booking shall comprise:
   a. The name, registration number, and topic/title of the presentation
   b. The names and affiliation of supervisors
   c. A PowerPoint presentation (corrections to this can be received up to 1000HRS on the Friday preceding their scheduled seminar presentation). Requirements for the slides is a maximum of 20 for PhDs and 15 for Masters
   d. Any other requirement as may be communicated from time to time
7. MSc and PhD students must do 2 and 4 seminars respectively to disseminate the thesis results/findings at the KEMRI Graduate School before they are allowed to submit their final thesis for examination.
8. Booking for PhD 4th seminar will be done on need-basis. PhD students presenting at the 4th seminar shall be given 30 minutes to present, and the panel 30 mins to provide feedback, in total 60 mins for the entire seminar.
9. Both PhD & Master students MUST do at least one (1) seminar presentation before being cleared to publish and the supervisors should also approve that the publication meets the basic minimum requirements, including not publishing in predatory journals as well as rules of authorship attribution.
10. Students should ensure that at least one (1) of their supervisors is available during the seminar presentation. If this requirement is not met, the student WILL NOT be allowed to present.

Signed: _____ **Date**: January 09, 2023

11. Master Students MUST disseminate their findings and do two (2) seminar presentation (refer for BPS requirements) as per the guidelines from postgraduate.
12. ALL supervisors to support their students in attaining the requirements of presentation: No student shall present without at least one supervisor present for the session.

Signed: _____ **Date**: January 09, 2023