



In Search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE

INTERNAL OFFICE MEMO

From: Ag. Director, Research Capacity Building	Date: 2 nd 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



In Search of Better Health

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:



KEMRI GRADUATE SCHOOL

KGS SEMINARS 2025

10 minutes

May 13

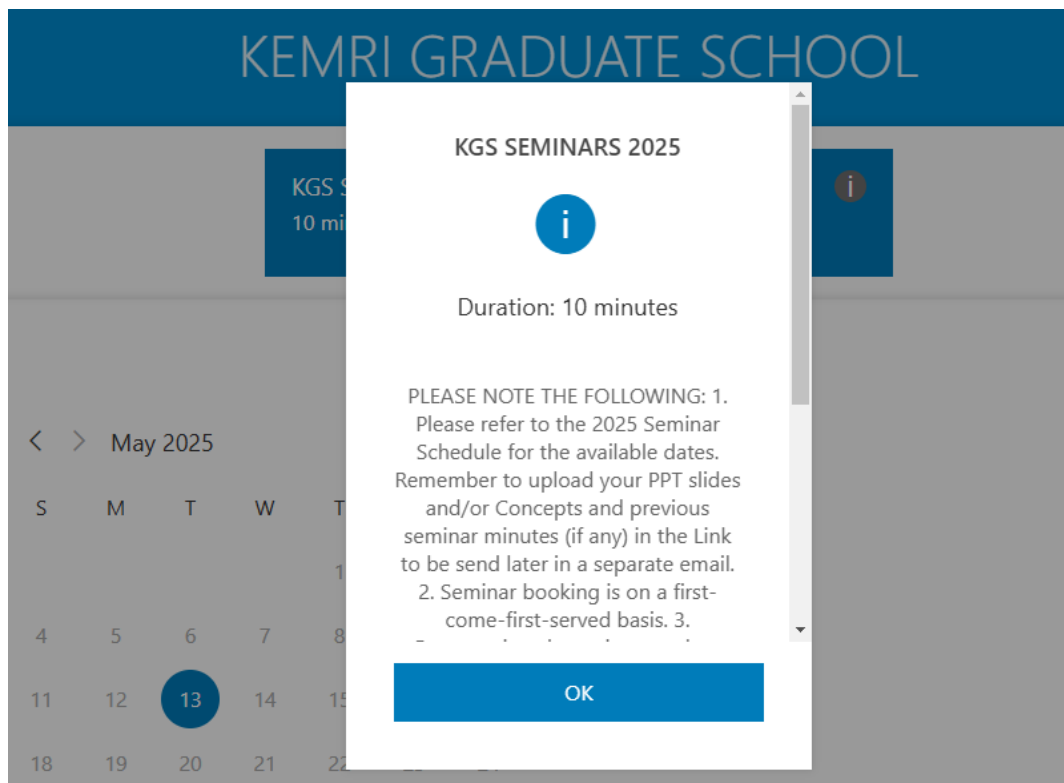
< > May 2025

S	M	T	W	T	F	S	9:00
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

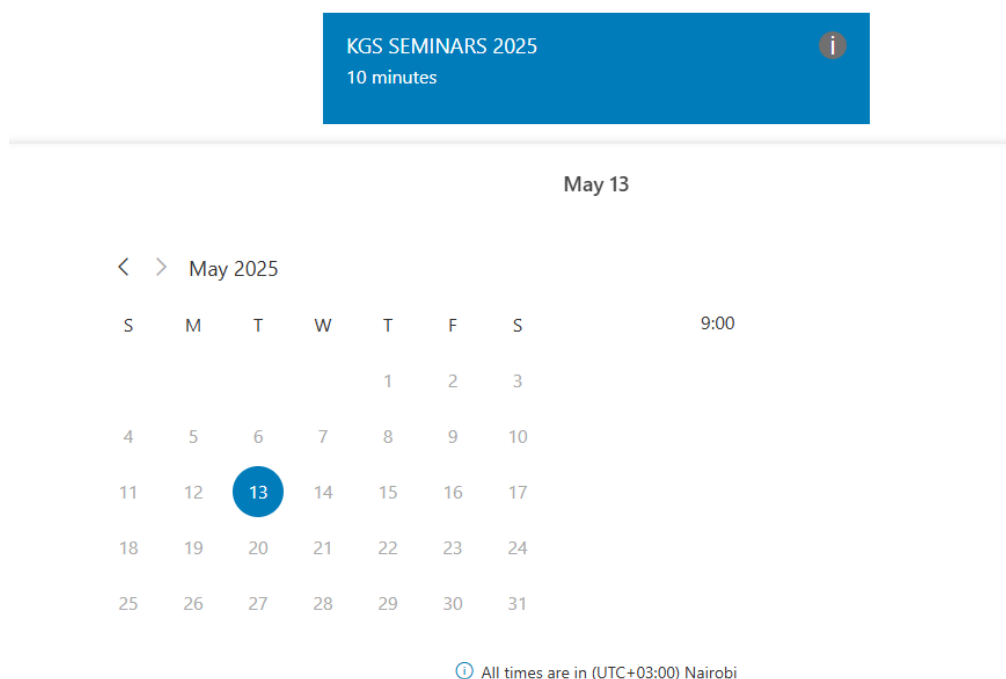
 All times are in (UTC+03:00) Nairobi

SEMINAR BOOKINGS SITE MANUAL

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 that are still open for booking.



SEMINAR BOOKINGS SITE MANUAL

For example, in the above screenshot, 13th May 2025 is still open. Click date 13 (or any other that is open) and click/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 (Concept, 1,2 for MSc or 1,2,3 for PhD).

Add your details

First and last name *

Provide additional information

REGISTRATION NUMBER

LEVEL OF STUDY

--select an option--

COURSE PROGRAMME

--select an option--

PHONE NUMBER

EMAIL ADDRESS

CONCEPT/THESIS SEMINAR PRESENTATION? (NB: Proposal presentation done at the centre level).

--select an option--

SEMINAR NUMBER (NB: PhD Students to book for Seminar 4 directly with Charles Syengo. Only 1 student per Seminar 4).

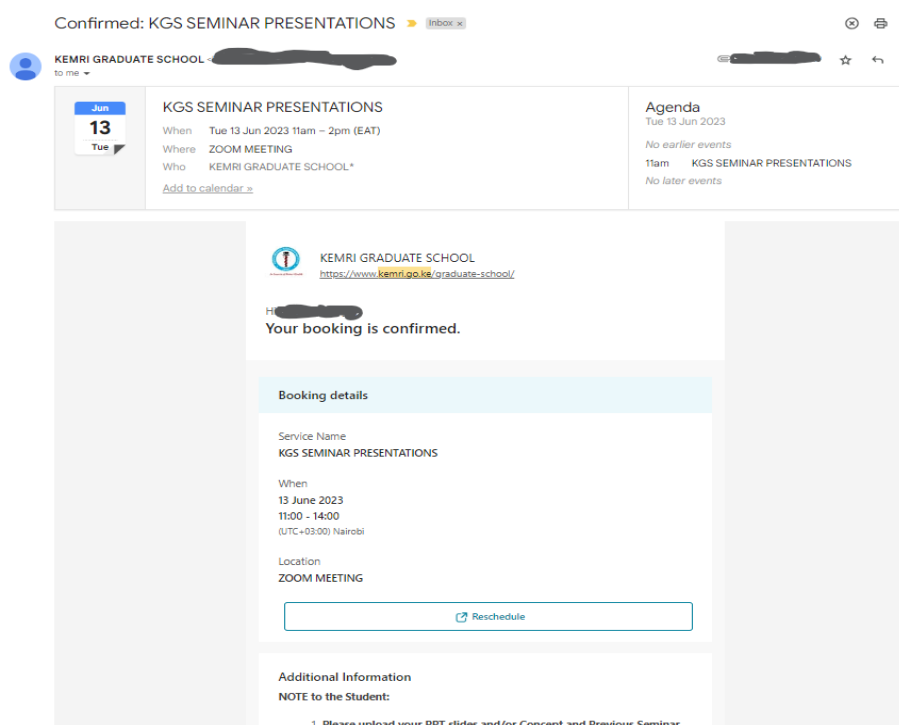
--select an option--

CONCEPT/THESIS TITLE

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 csyengo@kemri.go.ke and **COPY** vkimutai@kemri.go.ke. Kindly refer to the [seminar guidelines](#) on how to make a full booking.

SEMINAR BOOKINGS SITE MANUAL

Step 4: After entering all the required details, click “**Book**”. You will get a confirmation message in your email like the one shown below:



After booking, an email with a [link](#) for uploading your draft or final PPT slides and/or previous seminar minutes and additional guidelines will be sent days before the seminar. Draft PPT slides and/or previous seminar minutes **MUST** be uploaded at least two (2) weeks before the seminar for timely sharing with the panel for review.

The KEMRI Graduate School now has official PPT templates for seminars and concept presentations. Please download them via: [Seminar Presentation PowerPoint Template](#), [Concept Presentation PowerPoint Template](#), [Concept Notes Template](#) **OR** [Proposal Presentation Powerpoint Template](#). 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 the schedule/program for presentations a day before the seminar.

The Zoom or Microsoft Teams Link for the seminar will also be sent to you a day before the seminar.

ALL THE BEST!