

TNAI Punjab state Branch

General Guidelines

For Organising a Punjab State TNAI-Sponsored Workshop

1. **Workshop Theme:** The selected topic should align with current and relevant themes in nursing.
2. **Participants:** The number of participants should not exceed 50.
3. **Resource Persons:** Invite experts with proven knowledge and experience in the chosen topic area.
4. **Funding:** An amount of ₹25,000/- will be provided by TNAI Punjab State. Any additional expenses must be covered through the workshop's registration fee.
5. **Branding:** The official TNAI logo must be prominently displayed on the flyer/brochure, as well as on the backdrop or standees at the event.
6. **Approval:** The workshop flier, brochure, programme sheet and certificates must be approved by the President/ Secretary of TNAI Punjab state
7. **Dignitaries:** Executive Committee members of TNAI Punjab State must be invited as Guests of Honour for the inaugural ceremony.
8. **Schedule:** The workshop should be conducted strictly within the approved time frame
9. **Reporting:** After successful completion, the Organising Chairperson must submit a detailed workshop report, including a complete income and expenditure statement with all original bills.

President
TNAI Punjab state