**ACADEMIC PUBLISHING UNIT**

**VICE-CHANCELLOR OFFICE**

**FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA, NIGER STATE, NIGERIA**.

**FIRST RETREAT ORGANIZED BY THE ACADEMIC PUBLISHING UNIT.**

**DATE: 24TH JULY, 2018**

**VENUE: CHEMICAL ENGINEERING LECTURE THEATRE AT GIDAN GWANO CAMPUS OF FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA**

**TIME: 9:00AM.**

**PROGRAM OF ACTIVITIES**

1. OPENING CEREMONY.

8.00-9.00AM - REGISTRATION

9.00-9.15AM - INTRODUCTION OF DIGNITARIES ON THE HIGH TABLE.

9.15-9.25AM - REMARKS BY PROF. O. O. A. FASANYA

8.00-9.00AM - WELCOME ADDRESS AND REMARKS BY PROF. ABDULLAHI BALA, VICE-CHANCELLOR, FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA.

**TEA BREAK**

1. TECHNICAL SESSION I.
2. Academic Publishing Unit; Nomenclature and location.
3. Function Units:
4. Nigerian Journal of Technological Research
5. Manuscript Development
6. Workshop Development Unit
7. Printing Unit
8. Bookshop
9. Support unit include:

BI. NIGERIAN JOURNAL OF TECHNOLOGICAL RESEARCH UNIT

* Nomenclature
* Fragmentation
* Review Procedure (Scholarone currently in use).
* Publication/Production

Cost of Production

Author input

Beneficiary input

* Publicity

Abstracting/Indexing Agencies

Marketing

BII. MANUSCRIPT DEVELOPMENT UNIT

1. Procedure for manuscript development.
2. Copyright/Royalty policy
3. Packaging and Marketing.
4. Editing group/Proof Readers

**LUNCH BREAK**

1. TECHNICAL SESSION II

CI. WORKSHOP UNIT.

1. Collation, identification and publicity of available global workshop and conferences across the globe.
2. Harnessing and providing more information for easy access of sources of funds for all types of workshops and conferences in the system (Emphasis on the university).
3. Administration of such funds (where necessary).

CII. PRINTING AND PRODUCTION UNIT

1. Printing and production of all materials from the various units and other arms of the university and external sources.
2. Coordination of photocopying facilities for optimal benefit of the university.

CIII. BOOKSHOP

* Major outlet for all products from the unit and other scholarly and literary works within and outside the zone.

CIV. SERVICE ENTITIES

* Accounting unit
* Archival unit
* ICT unit

1. Organogram
2. A. O. B.
3. Closing Remark by Vice-Chancellor