

## LRC Mission Statement

"The learning Resource Centre strives to provide an appropriate range of good quality, well managed services and resources, supported by a well trained, pro-active and responsive team who actively encourage involvement in the development of the service and who work to ensure the service is accessible, without prejudice and that the centre is an effective place to meet and learn".

Realizing its corporate social responsibility and fulfilling its commitment to play a meaningful role in the development of the banking and financial sector, the management of SBP took the initiative to establish state-of-the-art **Learning Resource Centre (LRC).** The purpose built tastefully decorated LRC is housed inside the premises of the State Bank of Pakistan in a sparkling, newly renovated facility annexed with the main building. This centre was inaugurated on 22<sup>nd</sup> November 2005 by Dr. Ishrat Hussain, the thirteenth Governor of State Bank of Pakistan with the sole purpose of supporting the teaching, learning and research needs of the Bank's internal and external stake holders.

LRC is the knowledge hub of training and development activities at the SBP. It offers more than training and technical assistance which makes it a much sought after rendezvous for holding world class conferences, seminars, meetings and training sessions in a very safe and secured environment.

Our facility offers several well equipped and fully air conditioned computer training, conference and event rooms ranging in capacity from 15-60, a spacious auditorium equipped with sophisticated audio-visual presentation system and several computer cubicles in tandem with a traditional book based library on its ground floor.

While the audio visual presentation system in the event rooms makes the learning process much more convenient, interactive and enjoyable, the availability of video conferencing facility in some of these rooms adds a new dimension to meetings and trainings.

Ever since its inception, LRC facilities have been widely used not only by the State Bank and its subsidiaries but also various institutions and organizations working for capacity building of the Banking and Financial Sector. Moreover, Business School, summer and winter Internship programs arranged for university students also remain a very important feature of the activities at the Centre throughout the year.

SBP-LRC has the Right Environment for getting it done

# LRC- Virtual Tour

# **Conference Rooms**

## Conference Room No.1

Situated on the first floor of LRC, this executive conference room is furnished with a large oval table with comfortable chairs good for 60 people at a time. Fully equipped with highly sophisticated sound system affording microphones for each individual participant, the room is used for large meetings and conferences. It is augmented with wireless overhead multimedia projector, an exclusive area for



observers and / or translators and a telephone facility.

## Conference Room No.2

Equipped with twenty computer plugging points, sound system and networking facility, this room is best for computer based lectures, workshops and trainings arranged for forty (40) participants. With additional facilities of LCD TV, DVD and video conferencing point you can either watch a program or have a rewarding interactive session.

For audio visual services, please contact Event Management and Scheduling office at 021-2453271 or 021-2453207.



## Conference Room No. 3

Furnished with an oval table to accommodate 25 participants, this room is perfect for presentations and group meetings. Availability of video conferencing facility is another important feature that assigns a multi-functional prominence to this room. It has an additional tea serving area that allows you to have a quick tea break without breaking the discussion.



# Conference Room No. 4 (Board Room)

This tastefully decorated room is best suited to hold your next video conference. Complete with multimedia projector and internet connection, this room has a capacity of 15 and can also be utilized effectively for presentations and meetings. The presenter of the meeting can also utilize the facility of \*Electronic Board to project his / her presentation onto it from his / her PC and at the same time interact with the audience by not only incorporating their comments and feedback but also saving and distributing the collaborated presentation to all the attendees by utilizing its built in printer.



The Video Conferencing equipment installed in LRC provides Real Time Video Sessions between two or more users or locations either by using ISDN lines (Digital Dialup lines) or IP addresses over Internet.

\*Can also be provided in other rooms of the LRC, if not already in use.

#### Seminar Room

Situated on the second floor, the Seminar room is specially designed to conduct training session for about 25-30 participants. The capacity and furniture of the room affords several flexible seating arrangements to suite the specific needs of the organizers. Facility of rostrum, fixed screen for multimedia projection, a point for video conference and an exclusive space for observers and / or translators are some of the special features of this room.



## Internet Connectivity Cubicles

LRC model is based on being responsive to learning, research and development needs of the Bank's internal and external stake holders. Researchers and students can use any of these 17 cubicles furnished with specially designed computer tables complete with PCs. The LRC computers are fully loaded with e-mail, word processing, data analytical and presentation software for research, writing, creative projects and other tasks. Situated on the second floor these cubicles attract the interns and researchers alike as they offer peaceful environment and total isolation from the hustle and bustle of offices and other interruptions. These cubicles have also served as audio booths offering practice facilities for enhancing English listening and word pronunciation skills.



If you are an employee of the Bank, you can book in advance or just drop in to use the computers. You will need your user id and password in order to log on. All networked computers have Internet access. You should refer to the Internet User Policy and Code of Practice of the Bank prior to using the internet. Any breach of this policy is regarded as a serious disciplinary matter.

## Multipurpose Hall

This hall is perfect for your next lunch meeting. To make your event welcoming and unique memorable our partnership with some of the fine caterers in the city affords us to accommodate your tastes, from formal dining to casual elegance- all with style. A business lunch or snacks and sandwiches can add a memorable special touch to your event or conference.



The furniture in the hall 100 includes dining chairs, twenty four kite (seat 2) and an equal number of rectangular tables (seat 6) affording flexibility to any dining Another arrangement. important feature of the hall is its wooden that allow separators partitioning of the hall into four separate meeting So the spaces. Multipurpose hall has the right environment for having discussions over lunch or tea.



#### Auditorium

Situated on the third floor, the fully air conditioned auditorium of the LRC has a theatre style seating arrangement and is spacious enough to accommodate 235 people

at a time. Suitable for holding world conferences, class press conferences, lectures and seminars, the Auditorium is well equipped with an efficient sound system, two multimedia projectors, internet facility and a LCD TV. The wide area and terrace just outside the auditorium and a spacious room adjacent to it can adequately be utilized for arranging a buffet lunch or a hi-tea.



# Opening hours of LRC

Monday- Friday 9:00 am to 5:00 pm Saturday 9:00 am to 1:30 pm

## Reservations by SBP and Subsidiaries

The Event Management and Scheduling Office is managed by an Assistant Director who reports to Joint Director- LRC, BSSD. This office is responsible for handling event requests from all departments of SBP and its subsidiaries and non-SBP groups / organizations. These events include the following;

- Conferences and workshops
- Lectures and training events.
- Seminars
- Meetings
- Department meetings
- Candidate interviews
- Conferences/ meetings followed by lunches or receptions

**SBP** hosted events that also feature significant participation from outside the Bank are conducted by designated units of individual Departments. The sponsoring Departments of the Bank are directly responsible for managing all aspects of the event.

#### Bank hosted events have priority over outside programs.

## Scheduling a Video Conference

Internal Bank Departments and those of the subsidiaries only can initiate requests for scheduling a Video Conference (VC). Such requests may be sent two days prior to the actual session in case it is required to be conducted through ISDN or digital lines. The availability of the far end number is necessary in aces of dial out. VC using internet though the preferable mode, requires three days of processing from SBP internet bandwidth provider, hence the prospective users are requested to initiate requests for a VC session over internet 3 days in advance.

To schedule a VC session you may contact our Help Desk at vc@sbp.org.pk or extension 3271.

# Event Scheduling Policies

(for use of LRC facilities by external organizations for non-SBP events)

The Learning Resource Centre's facilities of State Bank exist to support the Bank's mission to foster a sound and dynamic financial system. The primary purpose of the LRC facilities is to provide venues for the many activities which are part of the vibrancy of State Bank of Pakistan. When possible, the Bank may also make its LRC facilities and Auditorium available for use by external organizations (external stake holders) under the following guidelines and conditions:

- 1. Generally organizations that provide substantial services to the Banking and Financial Sector for training and development of human resource are given priority for the use of available facilities over any other groups /organizations.
- 2. External organizations may not use LRC facilities for private or personal gain or profit.
- 3. Use of LRC facilities for personal use by private individuals is not permitted.
- 4. Non-SBP events may not be scheduled more than one month in advance.
- 5. All non-SBP event requests should be directed to the LRC Event Management and Scheduling office and this office will determine; eligibility of the requesting group, whether the date requested is available and whether space and support resources are available for the event.

- 6. Normally, external organizations may not schedule events on a regular basis; i.e. no more than two consecutive events in a month. It is intended that this practice will allow for a wider range of organizations to be able to use LRC facilities over time.
- 7. External organizations may not hold periodic meeting or monthly business meetings as there are other local and regional facilities available for this type of event.
- 8. The organization requesting for room reservation shall be responsible for any damage to the facilities / equipment and / or furnishings caused by person (s) attending the event.

When a request for using the LRC facilities is approved by the LRC management, a representative from the requesting organization / group must submit the following to the Event management and scheduling office:

- 1. Duly filled Room Reservation Form provided by the LRC-Event Management and Scheduling Office.
- 2. Pay Order in the name of State Bank of Pakistan for an amount equivalent to 75% of the \*Maintenance fee for the required room/facilities/services in advance; at least a week prior to the actual event. The remaining amount shall be payable through Pay Order/ crossed cheque in the name of the State Bank of Pakistan on the day of the event.

<sup>\*</sup>Maintenance fees for use of LRC facilities are based on a fee schedule established by the State Bank of Pakistan, which considers: the facility used for the event; the duration of the event; and the support staff and resources needed to set-up and provide the facility.

## Revocations and Refusals

All reservations are revocable in cases of space-planning emergencies, as determined by the management of LRC.

Requests for scheduling an event by an external organization may be approved only if space and services are available. **SBP needs and events take first priority**.

- 1. LRC reserves the right to refuse future reservations to organizations that do not comply with the aforementioned policies.
- 2. LRC reserves the right to cancel any non-SBP event, up to 2 days in advance of the event, if necessary to accommodate an SBP event.
- 3. In the event of cancellation by the requesting group /organization, following cancellation charges shall be applicable;
  - **a.** 75 % of the total charges if an event is cancelled on the day of the event.
  - b. 50 % of the total charges if the event is cancelled on a one to two days notice.

## **Decorations and Signs**

No signs, banners, posters or decorations may be nailed, tacked or affixed in any way, to the interior wood work of the Auditorium or any other room. Only approved adhesives may be used to affix

signs to the walls. These adhesives may be obtained from the Event Management and Scheduling Office.

## Set up / Take down times

Non-SBP event organizers must include in their contracted hours sufficient turn over time for setting up and taking down of events. Typically this means; in case of meetings, workshops etc.; 1.5 hours prior to 1 hour after the event and in case of meetings, conferences followed by lunch / tea 1 day prior to and 4 hours after the event. Access to the room will not be permitted until the time for which it is provided.

## **Catering**

For a list of authorized caterers please contact the Event Management and Scheduling Office at (021) 245-3271. It is important that a caterer is determined at least a week in advance of the event.

## **Parking Permits**

Parking Permits for availing SBP parking space can be obtained from Internal Bank Security Department (IBSD) through the Event Management and Scheduling Office. No parking shall be allowed inside the Bank premises without a parking permit issued by the IBSD.

For emergencies, please call LRC-Event Management and Scheduling Office at 021-2453271 0r 021-9212559 or Internal Bank Security Department at 021-2455203

## Contact Information

## For scheduling an Internal Bank Event

For all event assistance during the week, please call the Event Management and Scheduling Coordinator at 245-3271 or 245-3207 or email your requests / queries at LRC.Events@ sbp.org.pk

## For Scheduling an External Bank Event

(for Use of Non-SBP Groups / external organizations)

Call 021-9212559 or 021-2453270 Or e-mail at LRC.Events@ sbp.org.pk

Or write to
Joint Director – Learning Resource Centre
State Bank of Pakistan
I.I. Chundrigar Road
Karachi.

Our service is customer driven, so we do welcome your feedback if you have made use of our facilities recently.