INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD
CONFERENCE/WORKSHOP/SEMINAR/MEETING FORMAT

S. No.	Particular	Detail
1	Name of the Event Proposed	
2	Name(s) of the Proposer(s)	
3	Department(s) of the Proposer(s)	
4	Nature of the Event	
5	Theme of the Event Proposed (One paragraph, approximate 100 words)	
6	Date(s)	
7	Expected Delegates Nos. (Invited/Keynote Speakers/Persons)	
8	Expected Participants Nos.	
9	Whether submitting to any funding agency for financial assistance? Attach the details	
Fund Management		
10	Name of the contact person for financial matters	
11	Expected Expenditure in Rs	
12	Expected Amount from Sponsorship in Rs	
13	Expected Amount from Registration in Rs	
14	Financial Support as Refundable Seed money required from Institute (If yes? Mention the amount)	
Infrastructural Support Required		
15	Event website on IIITA server (YES/NO) & Information on www.iiita.ac.in (YES/NO)	Web Address:_____ Start Date:_____End Date:_____

16	Standard Registration Facility Required (YES/NO)	Chairs-4, Tables-2, Computer-1, Printer-1, A4 Paper-1 Ream, Pen-4, Stapler-1, Pencil, Eraser, Sharpner-1 each, Envelopes (Letter Size)-100
17	Lecture / Seminar Rooms	
18	Room(s) and their type(s) in Visitor Hostel-1	
19	Room(s) and their type(s) in Visitor Hostel-3	
20	Institute Dormitory Required?	
21	Stage and Dias Arrangement Required?	1. Chairs: 2. Placards: 3. White Table Cloth: 4. Flower Decoration: YES/NO 5. Water Bottles: 6. Tumblers: 7. Lamp Arrangement: YES/NO
22	Fooding in Institute Guest House Required? (If yes give the details)	1. Days: 2. Average Lunches PD: 3. Average Dinners PD: 4. Average Breakfast PD:
23	Audio Video Facility required?	1. Collar Mic(s): 2. Cordless Table Mic(s): 3. Laser Pointer(s): 4. Projector(s): 5. Audio with projector(s): 6. Pen Drive (s): 7. Audio-Video Recording: YES/NO 8. Others:
24	Institute Transport Facility Required (If Yes? give Details)	1. Days: 2. Mini Cabs: 3. Sedan (Indigo/Inova/Travera/Others): 4: Bus (AC/NON-AC):
25	Manpower Requirement	1. Days: 2. Skilled: 3. Unskilled:
26	Temporary Control room Facility Required?	

Signature of Proposer(s)   Signature of Contact Person(s)   Signature of HOD(s)

Conference/Workshop/Meeting/Seminar Infrastructural Support Committee

Dean(IRP), IIIT Allahabad

Director, IIIT Allahabad

Note: Except the Infrastructural support all the consumables and services will be provided on payment basis.