



Office of Global Engagement  
Indian Institute Of Technology Madras

# INTERNATIONAL CONFERENCES SECRETARIAT HANDBOOK

# 2025





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# Planning a Conference



Before the proceedings for a conference begin, the organisers must know some essential steps. These crucial steps require prior planning and involve multiple parties whose help is necessary to ensure the conference proceeding. One can broadly divide the planning for an international conference into three sections: documents, logistics, and guests. The following table illustrates the chronological order of events in which the Conference Secretariat is involved under these sections.

| Documents                        | Logistics                  | Guests                 |
|----------------------------------|----------------------------|------------------------|
| Call for Proposals               | Team Formation             | Invitation             |
| OGE Approval                     | Roles Assignment           | Guest Detail Documents |
| CODE Registration                | Venues and Accommodation   | Clearance Procedure    |
| CODE Approval                    | Design and Printing        | Visa Approval          |
| Clearance Application            | Travel Booking             | Travel Finalisation    |
| Clearances Dissemination         | Catering Booking           | Meetings Finalisation  |
| Conference Proceedings           | Billing and Reimbursements | Itineraries Creation   |
| Closure Report and Feedback Form | Expenditure Report         | Guest Testimonials     |

To plan a conference with the International Conference Secretariat, reach out to



**conferences@ge.iitm.ac.in**





# Preparing a conference proposal

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## Proposal template for conferences to be organised under the IoE scheme

### Part A – Basic Information

- Title of the event
- Associated Research Initiative (if applicable)
- List of organisers (including any international co-organisers)
- Previous event experiences (list any events as the main organiser or co-organiser)

### Part B – Brief Proposal

- Executive Summary – A well-thought-out and persuasive executive summary on why IIT Madras should fund this conference in the face of other competing proposals (<300 words)
- Principal themes and meeting objectives (<300 words)
- Why it's important to hold such a meeting (<500 words)
- Similar meetings in India or elsewhere (<300 words)
- Proposed dates
- Proposed location
- Proposed accommodation (also indicate if all participants will be housed together in different venues)
- Number of participants (national + international)
- How will participants be selected (<100 words)
- Type of event: entirely “physical” or hybrid
- Plans for networking sessions/panel discussions and other interactions during the meeting (<200 words)
- Keywords (at least 5)

### Part C – Speakers and Schedule

**1. List of speakers with affiliations. Mark each speaker** (Excel with template list of speakers attached to the email).

- Male / Female
- Distinguished / Mid-to-senior / Early Career
- Confirmed / Unconfirmed
- National / International

It is highly preferred to have at least 33% women speakers, ~20% early career speakers, and 1-2 distinguished speakers. You may also want to invite journal editors from your field to speak about publishing in your area. At least 75% confirmed speakers will be desirable.



## 2. Schedule:

Present a well-thought-out schedule, having sufficient time for talks, poster sessions, flash talks, excursions, social events, visits to IITM facilities/IITMRP, etc.

## 3. Networking aspects:

Networking is a vital component of every scientific meeting. Organisers are expected to facilitate networking through dedicated activities during the conference; these should include, but not be limited to, poster sessions, joint meals, meet-the-speaker sessions, and flash talks. The selection committee welcomes creative ideas regarding the facilitation/promotion of networking.

## Part D – Budget and Financial Plan

Present a detailed budget of the expenses, including income from registrations, sponsorships, and costs for speaker travel, catering, accommodation, location expenses, local transportation, social events, stationery, publicity, etc. Also, include details about potential industrial sponsors and if you already have any tentative or otherwise commitments from potential sponsors.

*(Excel with template budget attached to the email).*

## Part E – Deliverables (<500 words)

The meeting is not an end in itself but a means to establish more robust scientific programmes both in your pCoE and at IIT Madras. All meetings should result in at least a position paper and a meeting report. Rather than proceedings, an edited book or a short monograph can be another valuable outcome. More importantly, meetings should result in one or more of a) joint degree programmes, b) faculty mobility (both ways), c) student exchanges, d) joint research proposals, etc. While none of these may be guaranteed, thinking about these deliverables early in the conference can help enable targeted discussions, increasing the chances of one or more of the above happening.

## Assistance from the Conference Secretariat

The OGE Conference Secretariat will assist in the following:

**Pre-conference:** promotion and publicity, and conference website

**Sponsoring:** obtain financial support, reach out to sponsors, reach out to vendors for setting up booths, etc., and manage sponsor bookings.

**Ministry Clearance:** It is mandatory to get clearance from the Ministry of External Affairs to hold any international conferences, seminars, workshops, training, etc, to ensure funding support from The Office of Global Engagement. The organisers must submit the documents (as given under the ‘Ministry Approvals’ section below) **at least three months in advance.**

**Event management and coordination:** liaising with the registrar’s office for conference approvals, MEA/MHA visa approvals, NOCs, etc., liaising with speakers for travel/visas etc., co-ordinating speaker abstracts and enabling evaluation of participant submissions, processing bills via financial support from IoE initiative at IIT Madras.

**Main conference:** Event and delegate management/registration, venue booking & management (e.g. hotel/guest-house reservations, internet), brochure/flyer designing, backdrop, event banner, standees and posters, catering, webcasting, photo & video recording, travel forms & bill collection from the invitees.

**Post-conference:** Participant feedback, conference video editing and upload (with speaker consent), auditing of expenses, obtaining meeting summary from organisers and keeping track of conference outputs and deliverables.

**Note:**

The Global Engagement Office is only responsible for the expenditure of the budget header(s) approved by the Global Engagement Office.

Bills and vouchers should be sent to the Office of Global Engagement for direct payment to the vendor or for reimbursement. Note that we will be following ICSR purchase procedures for the same (<https://icsr.iitm.ac.in/accounts.php>). Bills should be submitted within 30 days. There will be two batches for bill submission: one before the conference and one after the conference.

If expenses in any budget heads exceed more than 10%, further approval is needed from Prof. Karthik Raman, Advisor, International Conference Secretariat at the Office of Global Engagement. The overall budget remains capped at the original grant amount stated in the award letter sent previously, or 30% of the total expenses incurred in the conference, whichever amount is lower.



# CODE account opening

CODE (Centre for Outreach and Digital Education) is the primary platform for registration and official recognition of conferences within the institute. Please ensure your event is registered through CODE by visiting <https://workflow.iitm.ac.in/> for the necessary approvals.

**The step-by-step process to successfully register your conference is as follows:**

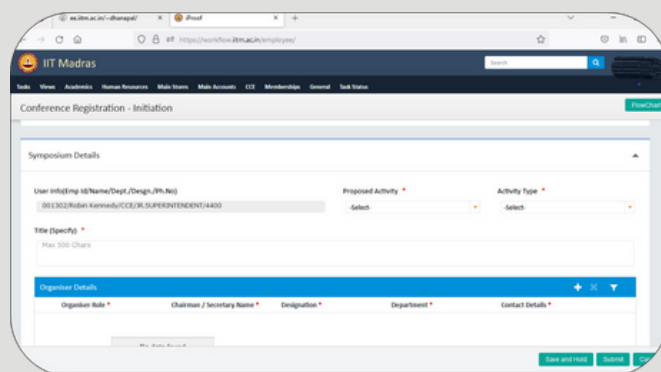
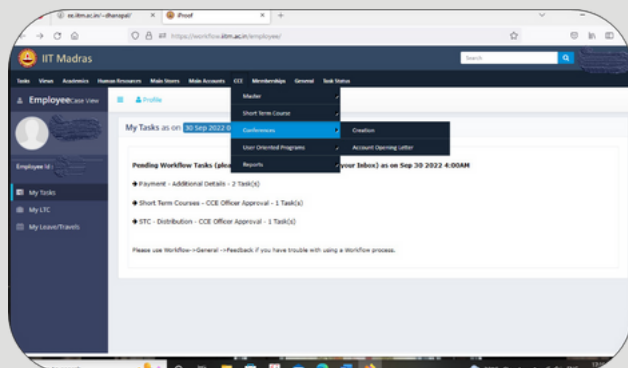
1. Open IITM Workflow (Faculty and Staff)
2. Enter your staff credentials to log in
3. Navigate to the "CCE" section
4. Click on the "Conferences" tab
5. Click on "Creation" to create a new conference proposal
6. Fill out all the required details for the proposal
7. Submit the proposal for approval

Once the form is submitted, it will go through the Head of the Department and then to the Dean of Academic Research, followed by the Chairman for approval. A registration number will then be generated and shared with the applicant. This registration number will be used in all correspondence at the institute level.

After registering for the conference in CODE, the office of NPTEL will assist in setting up a payment gateway to receive registration fees from different sources. The conference organiser is responsible for periodically checking and reconciling the payments with the NPTEL office.

Once approved, the faculty organiser who applied through CODE will get an approval email and a CCE code (in the format CCE/CONF/008969/2024/00XXYY)

**The below images show how to register through Workflow:**



# Invitation Letter and VISA supporting documents

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To ensure that international speakers and participants can attend the conference, the organising team must send formal invitations to the global participants well in advance. These invitations are necessary for the recipients to apply for the conference visa or e-conference visa. Without the formal invitation, they may not be able to obtain the visa required to attend the conference. Therefore, it is crucial that the invitations are sent out in a timely manner to allow sufficient time for the visa application process.

## Ministry Approvals

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It is mandatory for foreign nationals to apply for a conference visa to attend an international conference/seminar/workshop. For this, they must obtain political clearance from the Ministry of External Affairs (MEA) and the Ministry of Education (MoE). This process will be handled by the Office of Global Engagement and the IITM Registrar's Office.

The following documents must be submitted to the Office of Global Engagement to obtain the clearances from the MoE and the MEA:

1. Proforma with signatures of the convenor and the Head of Department
2. Details of the foreign delegates in the prescribed format with the signature (digital signature is allowed) of the convenor

The details to be collected from the participants include Surname, Given Name, Email ID, Father's Name, Nationality, Country of Birth, passport details (passport number, date of issue, date of expiry/validity, and place of issue), professional details, and parent organisation details.

3. A brochure/flyer of the event with sufficient details about the event (website links will not be considered as a valid brochure).

These documents will be forwarded to the registrar's office for onward submission to the concerned ministries. Once the clearances are received, they will be sent to the conference convenor. It takes approximately 4-6 weeks to obtain the necessary approvals (However, in some cases, the approval was received 2-3 weeks before the conference began).

**Participants will require 3-10 business days to apply for and receive the conference visa.**

**Note:** In respect of persons of Afghan, Chinese including Taiwanese, Iranian, Pakistani or Somalian origin (nationality or country of birth), prior clearance of the Ministry of Home Affairs (MHA) will be required.

## Visa Advisory for international participants attending a conference in IIT Madras

**1. Visa requirement:** A Conference Visa is mandatory for participation in the conference. Other types of visas will not be valid for this purpose.

### 2. Application process:

- **E-Visa:** For a quicker processing time, apply for an e-Conference Visa online at [indianvisaonline.gov.in]. The processing time for an online application is approximately 2-3 days.
- **Regular/In-Person Visa:** If applying in-person at an Indian mission or applying online for a regular conference visa, the processing time can range from 5-10 days. You may have to collect the clearance directly from the mission after they receive it.

### 3. Documents required for a conference visa application:

- **Clearance Letters:** IIT Madras is obtaining clearance from the Ministry of Education (MoE) and the Ministry of External Affairs (MEA). This document will be sent to the concerned participants once available.
- **Invitation:** An invitation letter from IIT Madras with the event's letterhead and the convenor's signature.

### 4. Nodal Ministry and State Government Documents:

- The visa application form may mention that a clearance document from the Nodal Ministry and the State Government is required. However, these two documents are not necessary for conferences hosted at IIT Madras. Participants can use the MoE clearance for Nodal Ministry and State Government document requirements.

### In the remarks column, please include the following clarifications:

- Approval from the State Government is not required for events hosted at the Indian Institute of Technology, Madras.
- Event clearance provided by the Ministry of Education has been submitted in lieu of the requested Nodal Ministry approval.

### 5. Ministry of Home Affairs (MHA) Clearance:

- During the online visa application process, a notification might mention that an MHA clearance is required. However, this requirement mainly applies to participants from Prior Reference Categories (PRC) or those visiting 'Restricted/Protected areas' as defined by the MHA.
- The countries under the PRC include China, Taiwan, Afghanistan, Pakistan, Iraq, Sudan, foreigners of Pakistani origin, and Stateless persons. **For participants from these countries or scenarios, MHA clearance is necessary.**
- For non-PRC participants, if prompted for MHA clearance during the online application, it can be bypassed or replaced with the MEA clearance document, as it is marked **optional**.



## 6.Passport and Visa

- Participants residing outside India need valid travel documents - a Passport with at least six months of validity beyond the intended date of departure from India after the conference and a valid VISA.
- To attend a conference at IIT Madras and in India, you must apply for a "**Conference Visa**" for the specific conference. Other types of visas will not be valid for this purpose.
- Persons of Indian Origin (PIOs) travelling on or holding non-Indian passports are considered non-Indians and must have a Conference Visa to attend the conference.
- Those currently in India on a different type of visa will need to exit and re-enter the country with a Conference Visa.
- During the conference, the other VISA would be kept in abeyance and restored after the Conference Visa expires.

**Important:** Those who frequently visit India or already possess a long-term visa to India must also apply anew for a "Conference Visa" to attend the conference. This visa requires entry into and exit from India on the dates specified in the visa.

Please note this information is provided for assistance and may not be up-to-date. For clarifications, visit <https://conference.mha.gov.in/FAQ.aspx>.

At the port of entry, the authorities will check your name against the list provided by IIT Madras to the Ministry of External Affairs. If you do not have a Conference Visa specifically for this conference, you may be denied entry and unable to participate.





# Conference Venue Options

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IIT Madras offers a variety of halls to host conferences based on the event's specific requirements. Depending on the expected number of participants, there are multiple auditoriums to choose from for lectures and conferences. The ICSR building, IITM Research Park, and CLT are ideal venues for such events, with ample space and necessary facilities. The tariffs for these halls can be found in the handbook appendix.

In addition to the aforementioned rooms, IITM also offers other seminar halls and auditoriums that can be used for events. However, the usage of these venues is subject to approval from the respective Head of Department.

**Note:** Arranging private meeting halls, apart from the ones in IITM, is possible upon request.

## Hostel Accommodation

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For hostel accommodation for the event, a formal request must be sent to the Chairman Council of Wardens (CCW) through the Office of Global Engagement at least 5-7 business days prior to the arrival of the guest(s). The request must include a list of the guests with the following details:

- Name, Age, and Gender
- Mobile contact number
- Arrival and departure dates
- Food requirements (**optional**)
- Number of rooms required (**optional**)
- Type (Double/Single occupancy) of accommodation (**optional**)
- Which specific hostel(s) (**optional**)

### Hostel Accommodation charges per head:

- Single Room - ₹450/- per day
- Sharing Room - ₹340/- per day
- Cleaning charges - ₹125/- per room (one-time payment)



Separate lists of female and male guests should be provided as the hostels are segregated based on gender. The hostels of IIT Madras are as follows:

| Male Hostels |              | Female Hostels |
|--------------|--------------|----------------|
| Alakananda   | Mandakini A  | Bhadra         |
| Brahmaputra  | Mandakini B  | Sabarmati      |
| Cauvery      | Tapti        | Sarayu         |
| Ganga        | Narmada      | Sharavathi     |
| Godavari     | Pampa        | Swarnamukhi    |
| Jamuna       | Saraswathi   | Tunga          |
| Krishna      | Sindhu       |                |
| Mahanadhi    | Tamiraparani |                |



Accommodation in hostels is subject to approval from the CCW office, as well as vacancies in the hostels. During the semester, it is ideal to book hostel accommodation at least 2-3 weeks before the start of the event to ensure availability.

Each floor of the hostel is divided into wings, and the end of each wing will have bathroom and restroom facilities that can be used by the guests. The amenities provided in the room are minimal - the room will consist of a cot, a ceiling fan, and a tubelight. It is recommended that an external vendor (such as Walker Associates) be hired to provide mattresses, bedsheets, pillows, buckets, and mugs.

## Security

A list of all guests (with relevant details) availing of accommodation within institute premises must be shared through the Conference Team, GE office with the institute's Security section and the Chief Security Officer (CSO) for their hassle-free mobility within the campus.



# Food

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## In the hostel zone

The mess facilities in the hostel zone are within walking distance of the hostels. There are no mess facilities within the hostel itself. The Himalaya and Nilgiris mess facilities are in the men's hostel zone. The Vindhya mess facility is in the women's hostel zone.

To obtain meals from the mess, please inform the CCW Office in advance about the number of guests and the meals required. If guests wish to have only one or two of the three meals offered, they can order specific coupons accordingly.

**Mess Charges per head:** Food - ₹200/- per day (Breakfast - ₹55, Lunch - ₹75, Dinner - ₹70)

**Note:** Coupons purchased in bulk must be used within seven days from the date of issue. The coupons are **non-refundable** and will become invalid after seven days from the date of issue.

# Hotel choices

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IITM has corporate rate contracts with top hotels in and around the city. The guest can reach the hotel directly to book their rooms or through the Office of Global Engagement.

# Empanelled caterers

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We have access to various caterers who can provide curated menus covering a wide range of cuisines based on our requirements.

# Flight tickets

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As per IC&SR norms, the organiser should only use the following government-approved travel agencies for flight tickets:

1. Balmer & Lawrie
2. IRCTC
3. Ashok Travels (For national travel)

**Note:** The Office of Global Engagement will only reimburse economy-class tickets

# Local Transport

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To ensure smooth logistics during the event, booking transportation 7-9 days before the event is advisable. Some essential local transportation that one must always keep in mind include:

- Airport pickups and drops
- Accommodation to the venue (and vice-versa)
- Shuttle for participants to the venue
- Stand-by vehicle for emergencies
- Shuttle for the campus and research park tours (if required)

Knowing the speakers' itinerary 2-3 days before the event has been helpful. Once the vehicles are booked, it is the responsibility of the organiser to have access to the necessary information, such as the drivers' contact details and the vehicle's details (plate number, colour, and model).

Airport pickups must be scheduled in advance - the pickup vehicle will arrive at the airport half an hour before the expected arrival time. For local travellers (within India), it might be best to request them to take a pre-paid taxi from the airport counters (around ₹500) - they are both cheap and convenient.

# Photography & videography

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Photography and videography of the event are essential to spread the presence of the event. While photographs might be helpful for online publicity, videography is necessary for participation through online platforms (YouTube and Zoom).

Availability of IITM's videography equipment is subject to availability. However, these can be availed through various vendors and require 3-4 days prior notice to ensure availability. Photography is much more accessible as we have several established tie-ups.





# Backdrop, poster designing & printing

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Getting any collateral printed requires considerable time, which will be spent on ideating, designing, editing and printing. Printing of any particular en masse must be done 5-7 days before the beginning of the event, as this would provide a correction window which can be used to replace damaged, misprinted, and missing collaterals.

**Necessary printings that must be considered well in advance include (but not limited to):**

- Participant badges for organisers, speakers, delegates, sponsors and other guests
- Flyers and posters for event publicity
- Printed event agendas and itineraries
- Backdrops and standees at the venue
- Customised notebooks and stationery
- Certificates for appreciation/participation

## Conference Kits

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Conference Kits are an essential component of any successful conference. They ensure that all attendees, speakers, and organisers have the necessary materials and information to participate fully in the event. The contents of a conference kit may vary, but some common items (and its variations) include:

- Conference Agenda
- OGE pamphlets for speakers
- IITM brochure with fast facts
- Bag (tote, drawstring, laptop bags)
- File or folder (plain, printed)
- Pens (printed, biodegradable)
- Notepads (vertical, horizontal, perforated, printed)
- ID card badge with lanyard
- Water bottles and other refreshments

These items help to keep attendees organised and informed throughout the conference and can serve as valuable mementoes of the event long after it has ended.



# Website development

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An exclusive website can be developed for a conference if required. Information about the event, such as speaker details, program schedule, registration, abstract submission, and payment links, will be updated and maintained as per the event's requirements.

Number of days required - 10 to 15 working days.

Requests should be made **six months before the program** for broader reach.

# Promotions

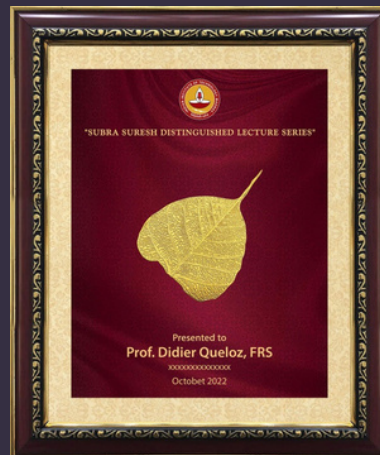
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OGE will help in promoting the event through the mentioned channels:

- IITM social media handles
- OGE's social media handle
- NPTEL
- IITM & OGE website
- Alum network
- Bulk emails (if the organiser can give the emails)

# Memento Samples

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- 24ct Gold Plated Peepal Leaf (Thejus)
- **GC frame** - framed memento with the imagery of IITM's Gajendra Circle
- **Angavastram** - shoulder cloth with designed border and the IITM logo
- **Customised mementoes** can be made based on the requirements/theme of the event.



# Sightseeing in Chennai

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Chennai, formerly Madras, the capital of Tamil Nadu state, southern India, is located on the Coromandel Coast of the Bay of Bengal. Known as the “Gateway to South India, Chennai is a vibrant city with more cultural happenings. We have identified a 2-day plan to make a tour of the city. The plan can be seen [here](#).

## Other must-do things at IITM

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A brief tour of the IITM Campus and Research Park can be arranged for all the guests and visitors to the conference, irrespective of the numbers. The brief tour includes visits to various departments and labs and an overview of the campus, facilities for students, hostels, CFI, etc.

Any visit request can be emailed to [visits@ge.iitm.ac.in](mailto:visits@ge.iitm.ac.in)

## Payments and Reimbursements

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- Travel & Accommodation
- Food
- Promotion/Publicity
- Venue
- Conference kit
- Honorarium/Memento
- Miscellaneous Expenses

This breakdown should be provided for both total conference expenses and expenses where institute funds will be used. For GST bills, the IIT Madras GST number must be present for formal processing.

### For international participants:

- **Airfare reimbursement:** Copy of passport, entry/exit stamps, and visa
- **Honorariums:** Copy of passport, entry/exit stamps, visa, tax residency certificate, Form 10F, and foreign bank details

### ICSR Norms for Bill Processing

#### 1. For bills up to Rs. 1 Lakh:

- [Payment/Reimbursement form](#)
- GEM Availability/Nonavailability Certificate
- Justification for choosing an outside vendor (if applicable)

## 2. For bills between Rs. 1 Lakh and Rs. 5 Lakhs:

- Payment/Reimbursement form
- PO/WO & Purchase Committee approval
- GEM Availability/Nonavailability Certificate
- Justification for choosing an outside vendor (if applicable)

## 3. For service bills up to Rs. 2.5 Lakhs:

- Payment/Reimbursement form
- PO/WO & Purchase Committee approval

## 4. For Travel claims:

- Travel Form
- Required documents for Indian/Foreign Speakers

## 5. For Honorariums:

- **Indians:** Cover letter, PAN card, and bank details
- **Foreigners:** Cover letter, Form 10F, TRC, and bank details

## Additional Notes

- Payment forms must be signed by the Professor and attached to all invoices
- Consumables invoices require SRB from the department stores office
- WO/PO numbers are provided by the department store office
- Refreshment expenditures exceeding Rs. 1000 require a refreshment form
- Service bills above Rs. 25,000 need a work order and LPC
- Reimbursements over Rs. 5,000 require proof of payment and bank details
- Advance payment forms are required for advance payments

# Post-Conference Financial Procedures

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- Collect and compile all receipts after the event
- Begin reimbursement processes if necessary
- Submit all invoices to OGE within 20 days after the event
- Submit OGE-approved budget invoices to OGE with necessary forms and SRB (for consumables)
- Submit all other receipts to CODE (3rd Floor, IC&SR building)
- Vendors will be paid through IC&SR within 7-14 business days after invoice processing
- For individual reimbursements, include account details and bank statement as proof of payment

# Insights

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Following the event, the organisers must promptly complete and submit the following documents to the Office of Global Engagement within one week:

1. **OGE Feedback Form**
2. **OGE Closure Report**
3. **International Conference Data Collection Report**

These documents are designed to gather details about the event's proceedings, including an overview of the activities conducted, outcomes achieved, and a detailed financial report. The insights from your report and feedback will help evaluate the event's impact and success and will be instrumental for us in providing support to similar events.

## Frequently Encountered Problems

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**Availability of chairs and tables:** Make sure you have accurate information about the capacity of the space, including the number of chairs, tables, and other seating options available. If the venue needs more seating, you may need to rent additional chairs or tables. In events where entry is not priced or restricted, there is a possibility of participant registration and footfall crossing the seating capacity of the venue.

**Refreshments not available:** Plan for extra refreshments and snacks in case of unexpected attendance or other issues with catering. In cases where multiple events are happening in different venues at the same building, attendees of a different event might mistake the refreshments and food arrangements as their own.

**Technical issues:** Have on-site technical support and test all technical equipment beforehand. Technical problems usually occur for two reasons: the user doesn't know how the device works, or the user's device is incompatible with the on-site equipment. It is ideal to do a test run with the device that will be used to present audiovisuals.

**Transportation and Parking:** Provide clear directions and transportation options for attendees and ensure enough parking spaces are available. Attendees must be informed about the directions and parking space availability at least a day before the event. Parking space must ideally be identified and arranged in advance to avoid causing traffic congestion in public areas.

**Bills post-conference:** Keep track of all expenses and pay vendors promptly after the event. Bills have to be submitted to CODE and OGE accordingly. Once the bills are submitted, it will take 5-10 business days for the vendors to receive the payment. If bills are submitted separately, it will take 5-10 business days from the date of submission to complete the payment.



**Uninvited guests/troublemakers:** Have security personnel available on-site and a clear plan for handling troublemakers. Event coordinators must be able to identify the event's guests and differentiate them from other potential guests. Uninvited guests may affect seating and food arrangements made for the registered participants.

**Crowd control:** Assign sufficient personnel to manage the attendees and have a clear plan to tackle common issues. Lack of communication between the organisers and the attendees might cause preventable overcrowding. These may be caused by audience crowding around invited speakers, discomfort caused by inadequate facilities, and confusion caused by emergencies.

**Availability of meeting spaces:** Confirm the availability of meeting spaces ahead of time and have a backup plan in case of any issues. Several departments and offices use meeting spaces in IIT Madras, increasing the possibility of overbooking. Ensure that the meeting space is available 15-30 minutes before the meeting is scheduled. Faulty or insufficient technical equipment (mics, speakers, and video) in the meeting space will cause presentation delays and difficulties communicating with remote attendees.

**Communication:** Ensure that all stakeholders are informed ahead of time and have a clear communication plan in place.

**Weather:** Have a backup plan in case of inclement weather, such as a contingency venue or postponement.

**Accessibility:** Ensure that the venue is accessible to attendees with disabilities and that accommodations are available if necessary. Suppose a venue is difficult to find or is located far away from other parts of the event. In that case, it may cause delays and confusion, particularly for guests unfamiliar with the area.

**Safety and security:** Have safety measures, such as fire exits and emergency medical services, and ensure the organising team is aware of such facilities. Attendees may experience medical emergencies, such as heart attacks or seizures, which require immediate attention and care. A lack of planning and emergency preparation can lead to avoidable confusion and delays.

**Interference with ongoing classes or exams:** Schedule events during times that do not conflict with ongoing courses or exams.

**Cultural sensitivity:** Ensure the event is respectful and inclusive of all cultures and backgrounds.

**Accommodation and Transportation:** Coordinating accommodation for large groups of attendees can be complex and time-consuming. Ensure the accommodation is accessible to all attendees, particularly those with disabilities or mobility issues. If the event is happening at IIT Madras, booking an institute bus for large groups of attendees is ideal.

# FAQs

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- **When will OGE update the status of proposals?**

OGE will update you on the status once the review meeting is completed. This typically happens 2-3 weeks after the post-submission deadline.

- **How long does it take to get MEA approvals?**

Usually, it takes 4-6 weeks after the formal submission of required documents by the IITM Registrar to get approval from the MEA. However, in many cases, the approval was received 2-3 weeks before the conference began.

- **Is MEA approval mandatory for my conference?**

Yes. The Ministry of External Affairs' approval is mandatory for speakers and participants from other countries to participate in any conference. If there are speakers/participants from restricted countries, approval from the Ministry of Home Affairs is also required.

- **Will OGE help with setting up Zoom?**

Yes. The OGE has a licensed Zoom subscription. Up to 1000 viewers and panellists can be hosted in webinars hosted by the International Conferences Secretariat.

- **Can OGE fund my conference for more than ₹10 lakhs?**

Yes. But only with strong justification from the organisers' side and if the committee deems the request justified.

- **Will OGE help me with publicity materials for the conference?**

Yes. The OGE will help publicise the event on social media. In addition, we can also provide support in printing physical publicity materials, flyers, posters, backdrops, and standees.

- **Can speakers book their flight tickets themselves, and we reimburse them?**

Yes. Speakers must ideally book their flights through a Government-recognised travel agency and get their ticket cost reimbursed upon producing the ticket and boarding pass copies. However, it is advisable to book through Balmer Laurie to get competitive rates.

**Note: The Office of Global Engagement will only reimburse economy-class tickets**

- **Is it necessary to book flight tickets only via government-approved travel agents?**

As per the norms of IC&SR, it is recommended that flight tickets are booked only via government-approved travel agents.

# Appendix

## Conference Halls Tariffs

| ICSR Building             |                   |               |               |
|---------------------------|-------------------|---------------|---------------|
| Conference Hall           | Capacity          | Full Day Rate | Half Day Rate |
| Hall I                    | 40                | 6000          | 3000          |
| Hall II                   | 65                | 20000         | 10000         |
| Hall III                  | 80                | 15000         | 7500          |
| Exhibition Hall (Hall IV) | Multipurpose Hall | 12000         | 6000          |
| Auditorium                | 240               | 40000         | 20000         |
| Annexe Hall               | 35                | -             | -             |
| Main Dining Hall          | 100               | 8000          | 4000          |
| Annexe Dining Hall        | 60                | 3000          | 1500          |

| Other Hall options |                          |   |
|--------------------|--------------------------|---|
| Hall               | Facilities               | Charges   |
| SAC                | AC                       | Rs.5,000/ per hour  |
| SAC                | PA System                | Rs. 300 for the first 2 hours<br>Rs. 150 for every 2 hours slot after the first 2 hours |
| SAC                | Mat, Table, Chairs, etc. | Actual charges as per vendor  |
| CLT                | PA System                | Rs. 300 for the first 2 hours<br>Rs. 150 for every 2 hours slot after the first 2 hours |



| IITM Research Park                   |          |                        |          |                  |          |
|--------------------------------------|----------|------------------------|----------|------------------|----------|
| CONFERENCE FACILITY                  | Capacity | IITM/ INTERNAL CLIENTS |          | EXTERNAL CLIENTS |          |
|                                      |          | 5 hours                | 10 hours | 5 hours          | 10 hours |
| Nagarjuna Hall V (E1-16)             | 16       | 2500                   | 4500     | 3500             | 5500     |
| Charaka Hall VI (E1-17)              | 16       | 2500                   | 4500     | 3500             | 5500     |
| Sushruta Hall VII ((E1-18)           | 20       | 3000                   | 5000     | 4000             | 6000     |
| Aryabhata Hall III (EG-04)           | 20       | 3000                   | 5000     | 4000             | 6000     |
| Brahmagupta Hall IV (EG-05)          | 20       | 3000                   | 5000     | 4000             | 6000     |
| Saha Hall II (EG-01)                 | 40       | 5000                   | 7000     | 6000             | 8000     |
| Sarabhai Hall I (EG-02)              | 40       | 5000                   | 7000     | 6000             | 8000     |
| Baudhayan (EG-07) CTU                | 45       | 5000                   | 7000     | 6000             | 8000     |
| Ramanujan New Hall II (EG-11)        | 55       | 6000                   | 8000     | 7000             | 9000     |
| Lilavati (Ph I) (EG-03)              | 120      | 7000                   | 10000    | 8000             | 12000    |
| Exhibition Hall (EG-06)              | 120      | 3000                   | 4000     | 4000             | 6000     |
| Raman New Hall I (EG-10)             | 150      | 12000                  | 20000    | 15000            | 25000    |
| New Exhibition halls (EG-08 & EG-09) | 175      | 4500                   | 7500     | 6500             | 9500     |
| Central Atrium (For Exhibition)      | -        | 6000                   | 8000     | -                | -        |
| D6-Full Hall                         | -        | 35000                  | 60000    | 40000            | 75000    |
| D7 Amphitheatre                      | 180      | 11000                  | 20000    | 15000            | 25000    |
| D7 New Auditorium                    | 857      | 75000                  | 100000   | 100000           | 125000   |
| D7 Pre function Area                 | -        | 20000                  | 20000    | -                | -        |
| Food Court Dining                    |          |                        |          |                  |          |
| Food Court Small Dining              | 20       | 1500                   | 3000     | -                | -        |
| Food Court Large Dining              | 60       | 3500                   | 5000     | -                | -        |

## Accommodation and Dining in IIT Madras

| Sl.No | Description            | Taramani Guest House Rate (Rs.) | Bose-Einstein Guest House Rate (Rs.) |
|-------|------------------------|---------------------------------|--------------------------------------|
| 1     | Single Room            | 2000                            | N/A                                  |
| 2     | Double Room            | 2500                            | N/A                                  |
| 3     | Suite Single           | 3000                            | 4000                                 |
| 4     | Suite Double           | 3500                            | 6000                                 |
| 5     | Extra Bed [With Linen] | 750                             | N/A                                  |

| Sl.No | Item Description | Taramani Guest House Rate (Rs.) | Bose-Einstein Guest House Rate (Rs.) |
|-------|------------------|---------------------------------|--------------------------------------|
| 1     | Breakfast        | 100                             | 190                                  |
| 2     | Lunch            | 125                             | 430                                  |
| 3     | Dinner           | 125                             | 430                                  |
| 4     | Tea/Coffee       | 20                              | 55                                   |
| 5     | Spl. Breakfast   | 125                             | N/A                                  |
| 6     | Spl. Lunch       | 315                             | N/A                                  |
| 7     | Spl. Dinner      | 315                             | N/A                                  |