

Check List for Organizing a Meeting

Date of meeting with Scientific Organizer:

Organizer :

Meeting Name :

Date :

Venue :

Size of the Meeting : Participants/Students ___Speakers /Faculty _____

Open/Closed :

1. Poster Yes/No

Design In-house/Designer

No of Posters:

2. Website To be up by:
Content

3. List of Invited speakers/Faculty:

National -

International -

Type of Visa –

4. Participants – Registration Yes/No

Dead Line –

Registration Fees - Indian – Rs.

Industry Participants – Rs

International –USD

5. Accommodation

Nos:

Invited Faculty	Yes/No
Participants	Yes/No

6. Travel Reimbursements

Nos.

Invited Faculty	Yes/No
Participants	Yes/No

7. Local Transport

Invited Faculty	Yes/No
Participants	Yes/No

Any additional transport	Yes/No
--------------------------	--------

8. Food

Nos:

Breakfast -	In-house
-------------	----------

Lunch -	In-house/ODC
---------	--------------

Dinner-	In-house/ODC
	With drinks/without

Special Banquet	In-house/ODC
-----------------	--------------

9. Stationery:

Nos:

Bags

Badges

Books

Pads

Pens

Certificates

10. Poster Presentation

Yes/No

11. Abstract Book

Yes/No

12. Video Telecast

Yes/No

13. Cultural Program

Yes/No

14. Funding

DBT :

DST :

CoB :

WTDBT India Alliance :

CSIR :

TWASS :

IUSSTF : ‘

Corporates :

Others :

15. Honorariums : Yes/No

Check list for Arrangements:

Date

1. Venue Booking
2. Blocking of Accommodation
3. Poster printed
4. Website
5. Budget
6. DAE Proforma Application to the Director, TIFR in pdf
7. Letter to Conference Cell, TIFR attaching Passport Details for MEA Clearance
8. Invitation for Foreign Faculty
9. Visa Support Letter for Foreign Faculty
10. Invitation for Local Faculty
11. Stationery/Bags/Pens/Scribbling Pads/ Certificates
12. Program Schedule

13. Printing of Study Material/Abstract Book

14. Food – Caterers

Accommodation (ONLINE BOOKING)

i. NCBS Guest House

ii. Mandara

15. Travel Reimbursements – Form

16. Local Transport

17. Mail to all invitees – about arrangements

18. Honorarium – Cash from Accounts

(Note/Head A&F/Cash/Receipt – Acknowledgement)

Emails to be sent closer to the meeting date:

1. Hospitality & Mr. Shaju – [Encl: Accommodation List]
2. Hospitality & Mr. Shaju-[Encl: Food Schedule]
3. Transport, Reception & Hospitality – [Encl: Airport pick up drop list & Local Transport List]
4. Security – For sign boards, Announcement board at entrance, Help at Regn desk [Encl: Participants lists, Schedule & Venue Details]
5. Civil – [Flowers /Reg Desk]
6. Instrumentation –[Multimedia / Timer - Support/Video recording at venue]
7. Mr. Ranjith – [Poster Boards]
8. Help Desk – Wi Fi support
9. Announcement to be made to “All” at NCBS
10. Announcement of Public Lectures related to Meetings.
11. Meeting Venue Notice Board, A3 print and Silence Note

Post Meeting Work:

1. Travel Reimbursements
2. Bills to be settled
3. Summary of the meeting to be sent to Funding Agencies
4. Budget Closer