

Pycon India 2018

Location: Hyderabad

Dates: 5th, 6th, 7th, 8th & 9th Oct, 2018

Venue: HICC, Novotel Hyderabad

Proposed Format

Event	Date	Format	Venue	No. of Participants	Ticket Cost (Approx)
Workshop	5th Oct (Fr)	4 Tracks - 8 Workshop	HICC	350	1500
Conference	6th Oct (Sat)	3 Tracks	HICC	1000 - 1200	2000
	7th Oct (Sun)				
Dev Sprint	8th Oct (Mon)	Single Track	T-Hub	120	2000
	9th Oct (Tue)				

** Student ticket will be sold @50% discount.

** Ticket pricing are indicative & might be different from actual one.

Teams & Structure

Conference Chair : Manivannan Elangovan

Below are the different, set of working groups who will manage different aspect of the conference.

- One HydPy Volunteer in each working group & they are responsible for moderating the group.
- Few working group could be completely managed by HydPy.

	CFP	Sponsor	Finance
HydPy Moderator	Ram/Divya	Chirag/Kanchan	Gokul/Renu
Workgroup	Need to Put together	Need to Put together	Track bills & payments
Responsibilities	• Select Keynote Speaker • Selection of CFP tracks • Selection of CFP titles • Travel, accom, hospitality of	• Get Sponsor • Address sponsor needs • Sponsorship	• Track finance for the event • Track ticket sales • Collect bills for every transaction

	invited speakers	Document Sponsorship Slots	Work with PSSI on bills, payment, reimbursement, etc.
** Colored ones are volunteer from HydPy volunteers ** Responsibilities include, but are not limited to			

	Website/Design	Local logistics	Social Media
HydPy Moderator	Ananyo	Ram	Sanchit
Workgroup	Need to Put together	Nithin, Mohinder, Subhash Bharat	Need to Put together
Responsibilities	- Put together the website - Design for poster/Social marketing etc.	- Venue identification, management - Food for participant - Operation of the conference	- Manage social media engagement - Publish constant update of the event
** Colored ones are volunteer from HydPy ** Responsibilities include, but are not limited to			

Other Committees: Goodies, Stalls, Volunteer, PR & Media coverage, Event capture etc.

Mediums of Communication:

1. All HydPy Moderators coordination - WhatsApp (based on convenience)
2. Individual team workgroup coordination - WhatsApp (based on convenience)
3. Individual team workgroup + team specific volunteer coordination - Whatsapp
4. All Volunteers coordination - Whatsapp
5. Community wide communication + Periodic updates - Email
6. Coordination tools - Github, Trello

KeyNote Speaker

- Travis Oliphant
- Armin Ronacher
- Carol Willing
- Keynote 4 (yet to identify)

Finance

PSSI will be used as accounting & financing body for running this Pycon India Event. Below are list of expectation & responsibility of different stakeholder i.e. PSSI & Chair.

- All funds received from Sponsor & Tickets sale will be routed via PSSI except for PSF. PSF fund will be used to pay the vendor directly.
- PSSI will release funds received for Pycon India - specific to release advance & payment of bills, etc.
- All expense will be paid on proper invoice raised against PSSI and Payment will be made within a week of receiving the invoice either physical or scanned copy.
- Expense paid in cash cannot exceed more than 10K and can be reimbursed with proper bills. [Expense needs to be approved by chair]

On Closure of Pycon [Commitment from Chair]:

- Balance sheet & Cash flow statement of all income/expense for Pycon India will be published to community within 3 months of completion of event.