

UNION CHRISTIAN COLLEGE



FUNDRAISING AND PROJECT IMPLEMENTATION COMMITTEE

PROTOCOL FOR ORGANISATIONS OF SEMINARS AND CONFERENCES

1. Preparation of Concept Note.
2. **Important dates:** Abstract Submission & Full Paper Submission.
3. Dissemination of Information about the Seminar via Mails, Letters, College website and Conference Alerts (online).
4. Preparation of Detailed Budget.
5. Funding Agency/Collaborations.
6. Identification of Resource Persons and Chairs.
7. Preparation of Registration Form and Methods of Payment.
8. **Place of Accommodation for the participants.**
9. **Stationeries-** Conference Kit (Pen, Notepad, File Cover, Batch), Abstract printing, Certificate, Flex, Mementos for Guests and Resource Persons,
10. Invitation to Chief Guest, etc.
11. **Programs:** Inaugural Program, Technical Session Schedule and Valedictory Program.
12. **Constitution of Sub-Committees**:** Reception, Registration, Accommodation, Rapporteur, Logistics and Support (include work project), Photography and Refreshment.
13. **Allowance and Honorarium:** Resource Persons and Chairperson as per UGC norms).
14. Report of the Seminar (both financial & proceedings).
15. Publication of the Proceedings in an ISBN edited book.

****Sub- Committees References**

A. Reception Committee at the Place of Accommodation

Terms of Reference:

1. Reception of the Guests and participants.
2. Accommodation needs of the Guests and Participants.
3. The teacher's in-charge must be present during the arrival of the guests and participants.

B. Reception Committee at Union Christian College on the Inaugural day

Terms of Reference:

1. Felicitation & Reception of the Guests.
2. Arrangement of students which will felicitate the guests in their traditional attire.
3. Arrangement for NCC cadets for salutation of the guests.

C. Transport Committee

Terms of Reference:

1. Pick up and Drop in of the Guests and Resource Persons, from and to Guwahati International Airport/Dyke.
2. Pick up and Drop in of the Guests and Resource Persons, from Dyke to place of Accommodation.
3. Daily Transport Arrangement
4. Details Itinerary must be provided.

D. Refreshment Committee

Terms of Reference:

1. Daily Refreshment for the participants.
2. No of Participants and time-table must be provided in advance.

E. Logistics & Support Committee

Terms of Reference:

1. Stage & Dias Arrangements.
2. PA system, Generator, Campus Cleaning and Water supply.
3. Decoration.
4. Stationeries- Bell, Tape, Glass & Mineral Water.
5. Setting of Projectors & Seat Arrangement in Conference rooms
6. Photography.

F. Rapporteur Team: Recording of the proceedings of the technical Sessions.