

## HAND BOOK OF ORGANIZING SEMINAR

ACTION	POINTS
<b>Seminar Topic</b>	<ul style="list-style-type: none"> <li>• The topic should be chosen <b>at least 4 months prior to the date of the seminar</b> and approved by the executive committee</li> <li>• The topic of seminar should be a current technology of importance</li> <li>• It should be relevant to MITAA and AeSI</li> <li>• It should attract delegates and sponsorship from the organization with whom MITAA and AeSI have contacts</li> </ul>
<b>Seminar Advisory Committee</b>	<ul style="list-style-type: none"> <li>• An advisory committee of around ten members have to be formed</li> <li>• The members should be prominent personalities and heads of various organizations</li> <li>• The members should be able to influence getting delegates and sponsorships.</li> <li>• Consent of each member should be obtained before including their names in the Advisory Committee and printing the brochure</li> </ul>
<b>Seminar Organizing Committee</b>	<ul style="list-style-type: none"> <li>• Should be formed at least 4 months prior to the date of the seminar</li> <li>• The committee should have around 10 members.</li> <li>• The committee should have one chairman and one convener</li> <li>• At least four persons should be able to meet regularly and initiate actions.</li> <li>• At least two persons of the committee should have good knowledge of the seminar topic, major organizations involved, well known experts of the field etc</li> <li>• <b>The committee members should be committed to spare adequate time and work for the success of the seminar</b></li> </ul>
<b>Seminar Date and Venue</b>	<ul style="list-style-type: none"> <li>• Seminar date and venue should be fixed well in advance; before printing the brochure.</li> <li>• Should not clash with any other major events, holidays, festivals etc.</li> <li>• Seminar hall should be chosen taking into consideration the expected number of participants and cost</li> <li>• Confirmation of hall booking should be obtained before printing of brochure</li> <li>• Committee should decide whether any product display or exhibition should be arranged.</li> <li>• Should decide the delegate fee structure for the public, members and students, sponsorship rates for high tea, evening tea, lunch, technical sessions etc</li> </ul>
<b>Special committees</b>	<ul style="list-style-type: none"> <li>• Separate committees or individuals should take care of following responsibilities               <ul style="list-style-type: none"> <li>➤ Brochure design &amp; Printing</li> <li>➤ Banner printing</li> <li>➤ Catering</li> <li>➤ Memento procurement</li> <li>➤ Transportation and accommodation</li> <li>➤ Front desk/registration</li> <li>➤ Reception of VIPs</li> <li>➤ Dais arrangements</li> <li>➤ Press contacts</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ Audio visual arrangements</li> <li>➤ Photography and Videography</li> <li>➤ Seminar kit and CD preparation</li> <li>➤ Souvenir/Proceeding if planned</li> <li>➤ Exhibition if planned</li> </ul>
<b>Delegates and sponsorships</b>	<ul style="list-style-type: none"> <li>• It is the responsibility of not only the organizing committee but of all members of MITAA and AeSI to get maximum number of delegates and sponsorship.</li> <li>• A letter head for the seminar should be designed with the logo of the organizations involved.</li> <li>• Letters requesting delegates and sponsorship should be drafted.</li> <li>• People who get sponsorship should obtain the logo and matter for preparation of banners</li> </ul>
<b>Technical Session Planning</b>	<ul style="list-style-type: none"> <li>• The number of technical sessions and title of each session should be decided.</li> <li>• In a one day seminar it is recommended to have only three technical sessions with maximum three papers in each session</li> <li>• Session chairman should be identified for each technical session and their consent should be obtained.</li> <li>• Speakers should be contacted well in advance and confirmation should be obtained by the convener of the OC</li> <li>• Speakers should be informed about the session, topic, duration etc</li> <li>• Topics of papers should be in line with the session topics</li> <li>• Technical papers should not promote product or organization</li> <li>• The papers should be sent to the organizing committee latest two days prior to the seminar.</li> <li>• If proceedings of the seminar to be printed the format in which the papers should be sent should be communicated to the speaker in advance.</li> </ul>
<b>Brochure</b>	<ul style="list-style-type: none"> <li>• Brochure design should convey the technology and products through appropriate images/graphics</li> <li>• It should contain information on the importance of the topic, details of MITAA and AeSI.</li> <li>• It should prominently convey the venue, date and time</li> <li>• The delegate fee for public, members and students, Exhibition stall rates if applicable should be conveyed</li> <li>• List of members of the Advisory Committee and Organizing Committee should be given</li> <li>• Registration form should be printed and sent along with the brochure <b>at least 90 days before the seminar</b></li> <li>• Members of Organizing committee as well as MITAA and AeSI should provide the contact details of individuals and organizations to whom the brochure should be sent.</li> </ul>
<b>Final program</b>	<ul style="list-style-type: none"> <li>• Once all the persons for the inaugural session, speakers and session charmen for technical sessions, title of papers are finalized a final program schedule should be prepared and sent to delegates and session char persons <b>at least 2 weeks in advance.</b></li> </ul>
<b>Invitation for inaugural session</b>	<ul style="list-style-type: none"> <li>• A separate invitation should be printed for the inaugural session and <b>sent out at least one weak in advance</b></li> <li>• The back side of the invitation should carry the program of the inaugural session</li> </ul>

	<ul style="list-style-type: none"> <li>• Invitation should be distributed taking into consideration the hall capacity and high tea arrangements</li> </ul>
<b>Transportation and accommodation</b>	<ul style="list-style-type: none"> <li>• Organizing committee should prepare the list of VIPs/speakers coming from out station who will require pick up and accommodation. Details of the train/flight, arrival time etc. should be provided to the transport committee <b><u>in writing.</u></b></li> <li>• Organizing committee should provide to the transport committee the list of VIPs and speakers who require local pick up on the day of the seminar along with the address, time etc. <b><u>in writing.</u></b></li> <li>• Vehicle should be booked and the address and time of pick up should be given <b><u>in writing to the driver.</u></b></li> <li>• Drop back after the program should also be taken care of</li> </ul>
<b>Auditorium and audio visual arrangements</b>	<ul style="list-style-type: none"> <li>• Front seats with RESERVED and PRESS labels.</li> <li>• Loud speakers suitably positioned</li> <li>• Hand microphones for Q&amp;A</li> <li>• One loud speaker at the dining area and front lobby each, which should be switched off during the sessions, if required</li> <li>• LCD projector and a stand-by projector with pointers</li> <li>• Laptop and stand-by laptop</li> <li>• Compatibility of projectors with laptops should be checked</li> <li>• DG Set</li> <li>• Photography/videography</li> </ul>
<b>Catering</b>	<ul style="list-style-type: none"> <li>• Menu for high tea, lunch and evening tea should be finalized, rates negotiated and contract should be given well in advance</li> <li>• The day prior to the seminar the final number should be intimated</li> <li>• Catering area should have provision for parallel queues.</li> <li>• Banners of sponsors should be displayed</li> <li>• Drinking water should be arranged at the front and other convenient locations</li> </ul>
<b>Mementos</b>	<ul style="list-style-type: none"> <li>• Mementos should be procured and gift wrapped for the chief guest, key note speaker, technical speakers and session chair persons</li> </ul>
<b>Front Desk</b>	<ul style="list-style-type: none"> <li>• Badges for delegates, organizers and committee members</li> <li>• Two or three counters for alphabetically distributed registration with alphabetic range display at each counter.</li> <li>• Alphabetically arranged list of registered delegates showing payment status and column for signature.</li> <li>• Separate counter for spot registration with receipt book</li> <li>• Seminar kit with all items including Feed back forms</li> <li>• Box for collecting visiting cards.</li> <li>• Display boards at each registration counter</li> <li>• Banners should be displayed at the entrance to the auditorium and approach road.</li> <li>• Should collect the filled up feed back form from delegates.</li> </ul>
<b>Press</b>	<ul style="list-style-type: none"> <li>• <b>Two weeks in advance</b> to the seminar press release should appear in papers conveying the topic of seminar, date, time, venue and contact numbers.</li> <li>• Written material should be provided to press</li> <li>• <b>On the day of the seminar</b> an insertion should appear in “today’s events” column</li> <li>• Personal follow up should be made for the participation of the press.</li> </ul>

	<ul style="list-style-type: none"> <li>• Immediately after the seminar a report and a few photographs should be sent for publication</li> </ul>
<b>Minute-by-minute Program</b>	<ul style="list-style-type: none"> <li>• A minute-by-minute program of the inaugural session should be planned and documented the previous day</li> <li>• Previous evening a dress rehearsal as per the minute-by-minute program should be done.</li> </ul>
<b>MC</b>	<ul style="list-style-type: none"> <li>• Totally responsible for smooth conduct of the seminar</li> <li>• During the seminar the MC should monitor the time and make necessary changes in announcing the time for tea breaks, lunch breaks, session durations etc to ensure that the seminar is running on time.</li> <li>• Should make general requests for keeping up time, filling up the feedback forms etc.</li> </ul>
<b>Inaugural session</b>	<ul style="list-style-type: none"> <li>• Inaugural session should consist of Invocation, Welcome address, handing over of bouquet, About the seminar, Inaugural address, Inauguration by lighting the lamp, Key Note address, presentation of mementos to chief guest and key note speaker and Vote of thanks</li> <li>• MC should request President AeSI to escort the chief Guest and President MITAA to escort the key Note speaker and invite the Chairman of the Organizing Committee to occupy the chairs on the dais</li> <li>• During the welcome address bouquets should be presented to chief guest and key note speaker</li> </ul> <p>Following items should be arranged on the dais for the inaugural session.</p> <ul style="list-style-type: none"> <li>• Back drop banners</li> <li>• Sponsors banner</li> <li>• Table and chairs for chief guest, key note speaker, Presidents of AeSI and MITAA and Chairman of the organizing Committee</li> <li>• On the table tablecloth, flower vase, water, name plates, file folder with a brochure and program schedule</li> <li>• Two microphones</li> <li>• Lamp, oil, wick, camphor, match box, candle, cleaning cloth.</li> <li>• Bouquet and mementos for chief guest and key note speaker should be ready behind the stage</li> <li>• Podium with microphone</li> <li>• Person for singing invocation, giving bouquet and mementos should be ready.</li> <li>• Coffee or cool drinks if required (After the invocation song, the person should be offered coffee/tea/cool drinks)</li> <li>• Banner with names of sponsors on the podium</li> <li>• To facilitate presentation of key note address MC should request people on the dais to occupy the front row seats and after the key note address MC should request all to return to their seats on the dais.</li> </ul>
<b>Technical sessions</b>	<ul style="list-style-type: none"> <li>• Each session should have one session coordinator and session chairman.</li> <li>• The session Coordinator should ensure the following <ul style="list-style-type: none"> <li>○ Bio data of the speakers and session chairman.</li> <li>○ Presentation materials of each speaker loaded on to the laptop, collar</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ mike, pointer etc</li> <li>○ Two chairs and one table on a side of the dais, water, note pad etc</li> <li>○ Calling bell for the chairman to remind the speaker on time limits.</li> <li>○ Mementos to the speakers and session chairman</li> </ul> <ul style="list-style-type: none"> <li>• Following MC announcing the session he will hand over the stage to the Session Coordinator.</li> <li>• The Session Coordinator will introduce the Session Chairman and hand over the stage to the session chairman.</li> <li>• The session chairman should invite, introduce each speaker and manage the presentation and Q&amp;A with in the allotted time.</li> <li>• At the end of each paper the Chairman will thank the speaker and hand over the memento</li> <li>• At the end of the session the chairman should give a brief summary of the session.</li> <li>• The coordinator will thank the Session Chairman and give memento.</li> </ul>
<b>Thanks Letters</b>	<ul style="list-style-type: none"> <li>• Convener of the organizing committee should send thanks letters to chief guest, key note speaker, technical speakers, session chair persons and sponsors with in a week of the seminar</li> </ul>
<b>Review Meeting</b>	<ul style="list-style-type: none"> <li>• On a suitable date after the seminar a review meeting should be held consisting of the organizing committee and all who were involved in the seminar.</li> <li>• The delegate feedbacks should be studied</li> <li>• Constructive discussions on every one's feed back should be made with the sole intention of improving our performance.</li> </ul>

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