Ref. GITAM/P/93-24/017 (a)   Date.22.07.2023

STANDARD OPERATING PROCEDURE FOR
CONDUCTIONOFTECHNICAL SYMPOSIUM / TECHNO FEST

Objective:
To elaborate the procedure for conducting Technical Symposium

Responsibility:
- All the teaching/non-teaching staff members
- Event coordinators
- Institution (overall) coordinator
- Heads of the respective Departments
- Principal

Procedure:
Preparation and submission of a Technical symposium / Techno fest proposal to the Principal / Management

Preparatory work

The following detail has to be done as preparatory work:

- Selection of name and theme for the symposium / techno fest
- Selection of month and date to conduct the event
- Selection of organizing committee members from each department and event coordinators (staff and students)
- Discussion and finalization of events to be conducted by each department
- Selection of venue and timing schedule to conduct events
- Design of website, posters and invitation for the event

The following details has to be prepared for conducting events

- Preparing the call for project / papers and poster presentation with topics and themes
- Publicize the call for project / papers (via a website, email, regular mail) with deadline for proper submission
- Find reviewers and establish their area of expertise
- Accept project / paper submissions (via web site submission, email)
- Send out confirmations of receipt of project / paper submission
- Assign reviewers to each project / paper and circulate the papers to each reviewer
- Follow up with reviewers to ensure they are on track and collect reviewer comments

- Make the final project / paper selections.
- Notify participants for acceptance or rejection
- Prepare accepted list of project / papers for presentation on the day of the event

Registration Process
- Determine early-bird and final registration dates
- Decide on a registration procedure
- Determine the price for the symposium
- Determine which payment options you will accept (e.g. cheque, visa, MasterCard)
- Decide on a cancellation policy
- Create the registration form, including additional items such as: Meals and dietary requirements, Accommodation, Transportation, Sessions and workshops
- Publish your registration form (online and/or on paper)
- Send confirmation of registration to participants upon receipt of payment Arranging student and staff coordinators for various committee
- Establishing various committees.
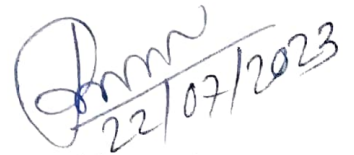
Guest of Honor and Judges for the events
- Research and select judges for the events
- Arrange for speaker accommodation and transportation and confirm arrival times
- Arrange for speaker compensation

Budget Preparation for the event

Prepare a detailed budget for the event with the following details
- Stationary for conducting events
- Certificates, poster and invitation
- Purchase of Registration kit (File, notepad and pen)
- Registration fee details (for each event or a common fee)
- Decide on registration fee amount for internal and external participants
- Tea and refreshments
- Lunch
- Gifts and honorarium for chief guest
- Prize amount for event winners

Submission of event proposal to Principal / Management along with the above details

22/07/2023

PRINCIPAL
GITAM