

# The Institution of Engineers [India]

## GUIDELINES FOR ALL INDIA SEMINARS

[Extracts from the Guide Book for Engineering Divisions and Other Technical Activities]

### 1.0 All India Seminar

The All India Seminar is one of the sponsored technical activities of a particular Engineering Division, under the aegis of which the activity will be organized.

### 2.0 Planning

Proposal for holding All India Seminar will emanate from a Centre and shall be processed by the concerned Division Board and the final decision shall be taken by CATE/Council.

The proposal from a Centre should be submitted to the concerned Division Board **at least three months prior** to the proposed dates of the Seminar. The proposal shall contain the suggested theme, dates and venue (city/town) of the Seminar.

### 3.0 Responsibility

The primary responsibility for planning and organizing All India Seminar shall rest with the Host Centre. Implicit support of the Headquarters will be available.

For smoothness in organization of the event, the Host Centre shall constitute the Organizing Committee.

### 4.0 Organizing Committee

The Organizing Committee shall be constituted with the Chairman of the Host Centre as its Chairman and the Honorary Secretary of the Host Centre or one Corporate Member (attached to the Host Centre) as its Organizing Secretary. The Members of the Committee shall include local Corporate Members.

### 4.1 Resource Mobilization

The Organizing Committee shall plan resource mobilization and the income may comprise the following :

- Grant from the Division Board
- Registration fees to be paid by delegates
- Contributions of other organizations as Patrons, Co-sponsors, Collaborators, Donors or Associates
- Charges collected from the advertisers
- Technical Exhibition

5.0 The structure of the programme of an All India Seminar shall be as follows :

5.1 **Inaugural Session** to have :

- Welcome Address by the Chairman, Host Centre
- Address by the President, IEI (if present)
- Address by the Chairman, Division Board (if present)
- Address on the theme of technical sessions by the Honorary Secretary / Organizing Secretary / Convenor
- Address by the Special Guests (if any)
- Inaugural Address by the Chief Guest
- Vote of thanks by the Honorary Secretary of the Centre

5.2 **Technical Session**

Articles, received on the theme of the All India Seminar, are presented in Technical Sessions.

*Each of the Technical Session to be presided over by a Session Chairman and assisted by one Rapporteur.*

5.3 **Concluding / Valedictory Session** to have :

- Welcome Address by the Chairman of the Host Centre
- Reporting by Rapporteur of each session
- Finalization of Recommendations
- Vote of thanks by the Organizing Secretary / Honorary Secretary

***The Chairman of the Host Centre shall preside over both the Inaugural and the Concluding / Valedictory sessions.***

Organizational structure, resource mobilization, publicity, technical sessions, etc. shall be similar to those prescribed for a National Convention. However, the National Advisory Committee may not be constituted for an All India Seminar.

5.4 The report on an All India Seminar including the recommendations shall be sent to the HQ within 15 days from the date of culmination of the Seminar together with two copies of the preprints of articles (as published) and a few photographs for possible inclusion as a report in IEI News.