Standard Operating Procedure

For

Organising Seminar/Webinar/Stakeholder Conference

1. A scheme comprising of the allocated budget alongwith the numbers of Seminar, Webinar & Stakeholder Conferences to be held in the respective month of the Financial-Year shall be approved from the Competent Authority.

2. Finalization of the contours of the event including

   a) Date, Topic and the associate business partner, if any.

   b) Selection of the venue (including Dais Plan & Seating arrangement) or mode of the event.

   c) Estimated budget of the event.

   d) Selection of the moderator, chief guest and executive speakers of the event.

   e) Agenda of the event including tentative minute to minute schedule of the event alongwith the topic against the speakers.

   f) Compilation of invitations, presentation, advertisements, brochures, information leaf, short-films, back-drop if any, etc.

3. Approval of the Competent Authority on the contours of the events finalized above.

4. After the approval of the Competent Authority on the contours of the event, following shall be complied:

   a) Invitation to the Chief Guest (s), Executive Speakers and Participants.

   b) Pursue confirmation of the Chief Guest (s), Speakers and industry Participants.

   c) Finalization of the presentation, short-film, back-drop if any, etc.

   d) Creation of the platform and finalization of participation link for Chief Guest (s), Speakers and Industry-Participants/Guest, if any.

   e) Testing of the venue including audio-video arrangement and participation links, if any, as applicable.

5. On the event day, following shall be complied:

   a) Proofing of the venue, testing of servers, internet connectivity, audio-video connectivity etc., if any, as applicable

   b) Registration of the Participants/Guests.

c) Ensure follow-up of the minute to minute schedule.

d) Recording of the proceeding of the event.

e) Facilitation of the refreshments, if any.

6. Post event report shall be compiled and submitted to Competent Authority for approval and record. The post event report shall comprises of information like,

a) Summary of Event,

b) Speaker (s) list with contact details and their designated topics brief.

c) Presentation of the speaker (s) and key points.

d) Photographs/Snapshots/Screenshots of the event at appropriate positions.

e) List of industry participation including delegates name and contact details.

f) Actionable/Key outcome of the event.

7. Detailed invoice on expenditure occurred during the event.

8. Ensuring compilation the event report and approval of the Competent Authority before release of payments, if any.

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