

IRC- POLICY FRAMEWORK FOR ORGANIZING CONFERENCES/SEMINAR & WORKSHOPS IN ASSOCIATION WITH CENTRAL/STATE GOVT. DEPARTMENTS, EDUCATIONAL, RESEARCH INSTITUTES

IRC regularly organizes Seminars and Workshops both at International and National level with aim to pool the latest knowledge from experts on various topics of importance connected with roads. Bridges, tunnels and to disseminate the knowledge to practicing highway engineers. The Seminars have provided an excellent opportunity and effective forum for exchange of information and ideas among highway engineers on new developments in the road sector.

i) AIMS AND OBJECTIVE:

The basic objective of the policy is to bring together highway engineers & professionals, academicians and experts from different parts of the country and abroad to exchange knowledge and ideas. This will provide an in-depth analysis of subjects and update the knowledge of the participants from Govt Departments, contactors, consultants, academic/research institutions. In addition, it will help in;

- ❖ To enhance technical and professional competency as well as organizing skill of the highway engineers & professionals.
- ❖ To promote interaction with professionals working in specific areas of research in Academic Institutions, Research Labs, and Industries.
- ❖ To provide exposure on latest developments in Academia/Research/ Industry to the students from renowned Academicians/Researchers/ Entrepreneurs/Experts from Industry.

ii) DURATION OF EVENT

The Seminar, Workshop will be for two days followed by technical tour of important engineering works, if any.

iii) GENERAL PRINCIPLES FOR ORGANIZING CONFERENCES/SEMINARS/WORKSHOPS

For organizing the aforesaid Conference/Seminar/Workshop, IRC has to incur some expenditure in arranging the Speakers/Experts, their logistics & providing study material, hard copies of relevant IRC publications to all delegates. As a policy of IRC, **Rs.15.00 lacs (Rs. Fifteen lacs only)** are to be paid by host state Govt./PWD as to cover the expenses and same shall remitted in Indian Roads Congress's Canara Bank A/c No. 90092140000352.

The host will appoint a Local Organizing Secretary (LoS) as soon as the organizations starts. That person will be in charge of the local and practical preparations in the host State. This person will work directly with the Convenor of the relevant Technical Committee and with the IRC Secretariat. Duties of the Local Organising Secretary will be as follows:

- i. Organising meetings of the Steering Committee
- ii. Furnish Prompt replies to the various queries received from intending participants.
- iii. Keeping regular telephonic contact with the IRC Sectt. so as to achieve effective coordination.
- iv. Setting up of a Control Room where all information relating to transport, accommodation, medical facilities details of journeys, etc. will be available. Any other emergent information or message intended for delegates/ participants should also be available in this Control Room.
- v. Ensuring that harddrive, photos, recording of event should be made available to the IRC Sectt. before they leave the venue.
- vi. Direction sign boards to the venue and banners about the IRC event should be got ready 1 week in advance. It is necessary to display them two days in advance of the event.

Conferences/Seminars/Workshops are usually accompanied by an exhibition area, which may be commercialized by the host organization.

In addition following facilities /items need to be arranged by the hosts.

S.No.	Description
I.	Hall with capacity of 400 persons (or as per State Govt. Official list)
II.	Lunch, Dinner and Tea arrangements
III.	Backdrop, LED during Inaugural Function & all events
IV.	Computer System with printer and a heavy duty photocopier machine with IT expert staff
V.	Banners for the Workshop
VI.	Photographer for the Event
VII.	Mementoes for the dignitaries during Inaugural Function Shawl for VIPs
VIII.	Delegates bag, kits, mementoes
IX.	75 rooms on Complimentary basis for accommodation of Speakers, IRC Executive Committee Members/Council/Members, Ministry Officers, IRC Secretariat etc.
X.	Local Transport Arrangements for Speakers, IRC Executive Committee Members/Council Members, Ministry Officers, IRC Secretariat
XI.	Audio Visual Setup Two masking Screens (size 8" x 10") with Projector (4500 luminous) Two 42" Plasma TV for Dais Dais arrangements for 13 Dignitaries with Mike Sound System: four Cordless Mike: Colar Mike: Slide Changer Podium, Two Laptops for Presentations
XII.	Lamp (Inaugural Function)
XIII.	Anchor for Inaugural Function & Technical Session on both the days

a) The Govt. will set up Subcommittees to deal with the following work:

- Reception and Transport
- Accommodation and Catering
- Medical
- Venue Facilities
- Inspection of Engineering Works, if any
- Publicity and Souvenir
- Cultural and Ladies Programme

IV) INAUGURATION

On the dais, besides VIP dignitaries seats should be provided for the President, IRC; DG (RD) & Special Secretary, MORTH; Secretary General, IRC; Host Secretary/Engineer-in-Chief and Local Organising Secretary. However, if any other dignitary from the Centre or State is present, extra seats on the dais should be provided. Four seats will be kept in the second row. Four table microphones shall be provided. One standing microphone and one lectern with proper shaded lighting arrangement shall be provided on either side of the row of tables. Glasses of water with water bottles on dais and flower vases should be kept on the dais. The seating arrangements should be displayed by placards (80 x 350 mm) by designation placed on the table in front of each chair. There should be a banner (approx. size 1.8 m x 3.6 m) at the rear of the dais displaying the emblem of the Indian Roads Congress with details of event.

Separate seats for special invitees, Council members and Press should be earmarked and reserved in the front rows of seats in the Hall.

Entries to the Hall should be regulated so that no disturbance is created. It should be ensured that all invitees and delegates take their seats 15 minutes in advance of the Inaugural function. Printed copies of the speeches and any other literature intended for invitees and delegates shall be placed on their seats 30 minutes in advance of the Inaugural function.

The L.O.S. will get Invitation Cards printed and distributed to important persons of the State and other high local officials connected with the arrangements of the Council meeting. The distribution of cards should be completed as early as possible.

V) LUNCH-DINNER

A dining hall close to the venue for accommodating about 400-500 delegates will be required. Lunch & dinner shall be served promptly at the scheduled time so as to avoid loss of time. The tables should be sufficiently spread out to avoid unnecessary crowding.

There will be a tea break both during the morning and evening session for which the necessary arrangements may be made.

VI) SOCIAL FUNCTIONS

One cultural show may be arranged, if possible.

VII) TECHNICAL TOUR TO IMPORTANT ENGINEERING WORKS

Inspection of important engineering works may be arranged for interested delegates on the of 3rd day.

VIII) REGISTRATION FEES

It is also proposed to increase the Registration Fees of Workshop/Seminar & Annual Session. The proposed fees are as under:

Category of Delegates	Proposed Registration fee including GST	
	Self	Spouse
A. Delegates from India		
1. Official Government Delegates a) Senior (EE & above) b) Junior (below EE)	Rs.15000.00 Rs.10000.00	Rs.7000.00 Rs.7000.00
2. Officials of Public and Private Sector Undertakings/Companies, etc.	Rs.15000.00	Rs.7000.00
3. Individuals (Not nominated by the Government/Public and Private Sector Undertakings/Companies, etc.)	Rs.10000.00	Rs.7000.00
4. Local Delegates (From the host State other than the official delegates nominated by the host Govt./Dept./Organisations)	Rs.10000.00	Rs.7000.00
5. Student Member	5000.00	--
B. Delegates from Foreign Countries	\$250	\$200

Note : Members who are retired from service and age above 60 are entitled for 25% rebate on above rates of registration fee. This rebate will not be admissible to the spouse of the retired Member. Spouses of the delegates will also have to be registered on payment of the requisite registration fee.
