



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

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January 13, 2014

OFFICE ORDER OD-1-2014

TIFR Conference Cell

(Based on discussions during 44th SCA meeting on 19 Dec 2013)

1. A conference cell has been constituted at TIFR to facilitate several administrative aspects of organizing a scientific meeting. The conference cell will handle all the administrative requirements of the conferences/workshops/instructional schools organized by TIFR-Mumbai campus members, through a “single window”, regardless of the size of the conference/workshop.
2. The specific organizational activities that the conference cell currently plans to undertake are outlined in the attached Appendix. Organizers can utilize the conference cell for all of the activities listed below. However, if organizers would like only specific types of assistance, a subset of the services below can also be availed.
3. Members who wish to utilize the conference cell services are requested to initiate their activities through the chairperson of the conference cell. This will allow optimal scheduling of events and minimize conflict for instance with overlapping meeting dates. In case of overlapping conferences, organizers might be requested to provide support from their department office. For large conferences it might be necessary to arrange an event management company with the consent of the conference organizers.
4. All are requested to make use of this facility and also provide necessary feedback/suggestions to improve its functioning.
5. The details of the Conference cell are as given below:-

Prof. Sandhya P. Koushika	- Chairperson	} (chair.conf.cell@tifr.res.in)
Prof. Shubha Tole	- Co-chairperson	}
Mr. Vinay S. Bhonslay		} Gen. Admin., Room No. A-138
Ms. Shobha H. Jagtap		} (conference.cell@tifr.res.in)

Sd/-
(M. Barma)
Director

Registrar - for circulation

SCOPE OF ACTIVITIES OF THE CONFERENCE CELL

- (1) Travel to the venue- Providing information for visa applications, applying for clearances for international speakers, providing information for travel arrangements, liaising with travel agency/TIFR transport for airport transfers. Visitors who desire to visit tourist attractions will be given a list of travel agencies they can contact. Off campus conference venues may need additional on-site support from the meeting location/hotel/institute.
- (2) Stay- The cell can suggest stay venues and book hotels, guest house or hostel rooms according to the budget available for the conference. They will also arrange buses, if necessary, for transporting conference attendees if they are housed off-campus.
- (3) Meals- Arranging meals and banquets (including transport) according to the budget available. The cell will liaise with external contractors to provide this service.
- (4) Conference materials- Printing and disseminating meeting posters designed by the organizers/external agency. It will arrange the printing of schedules and abstract books after the material is provided by the organizers. The cell will arrange for poster boards, name tags and other conference materials such as bags. The conference cell will set up on-line registration. Making and maintaining a conference web page will currently not be undertaken by the cell, however they can liaise with an appropriate person/agency to ensure relevant information is uploaded and maintained.
- (5) Accounts- The cell will open bank accounts, manage conference accounts, pay all bills from the available funds and provide a utilization certificate. The cell can also submit grants, written by the organizers to support the conference, to external funding agencies. It is advisable to submit grants to external funding agencies several months in advance.
- (6) On site services- Registration, arranging internet access and any other conference-related onsite assistance. It is envisaged that a conference cell member (or someone from the respective department in case of overlapping conferences) will be present on site as the “Event Manager” for the conference. For very large conferences, an external Event Management company may be used at the discretion of the conference organizers and they would be expected to handle the on-site support during the conference.