

Arrangements to be made by the host

(For clarifications and queries, contact Dr. Partha by email -
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Note: This document is updated regularly. Please make sure that you have the latest version of this document. You can get the latest version of this document, from the w-w-web, at:
<http://www.profpartha.webs.com/arrange.pdf>

1. Publicity, invitation, announcement etc. (based on Abstract/Synopsis given by Dr. Partha)
2. LCD projector (1024x768 px)
3. **Linux based computer system** (with Open Office, acroread, kernel 2.6.x, root login, KDE)
4. Classroom and accessories. Blackboard must be accessible concurrently with the LCD screen.
5. Uninterruptible power supply for the entire duration of the tutorial. Should support LCD Projector and the computer for this duration.
6. Collar mike (wireless) and public address system (please avoid hand-held mikes). Public address system should be able to play embedded audio of the video presentations played from the computer.
7. Audience with appropriate background. **Class strength not to exceed 25 participants** (to ensure good interactivity in the class).
8. Registration, time keeping, & audience management.
9. Course kit (containing notebook, pen/pencil, course handout)
10. Refreshments, lunch etc., as appropriate, for audience.
11. Punctuality & timekeeping (the lecturer is VERY particular about punctuality)
12. Copies of handout CD (if any), to be made and distributed to all participants, at the beginning of the tutorial. Dr. Partha will give the master copy of the CD.
13. Local transport
14. Local hospitality
15. **Honorarium** (amount to be decided by mutual consultation). The complete honorarium should be paid in cash IMMEDIATELY at the end of the seminar/lecture.

For outstation institutions (outside Hyderabad/Secunderabad) :

In addition to the above, the following arrangements should be made by institutions outside Hyderabad/Secunderabad:::

1. Inter-city travel arrangements (confirmed reservations etc. by flight, or for places not accessible by flight, by train -- upperclass, a.c. sleeper class). Both, forward, and return ticket, should be made available to Dr. Partha, at least two weeks before the event.
2. Food (simple, clean, hygienic, vegetarian food)
3. Lodging (safe, clean, comfortable, accessible location, clean toilets, clean linen). Single-occupancy room, non-shareable basis.

General terms and conditions:

1. Do not make any announcements, or promotions or course arrangements, without a formal agreement with us.
2. We usually need an advance notice of at least 4 to 6 weeks for delivering any course. This period is needed for rescheduling our commitments, updating of course material, mobilisation of resources etc.
3. All the course material prepared by us, all the handouts and presentations prepared by us, remain our intellectual property. It is forbidden to use them without our permission.
4. No recording audio, or video or otherwise, is permitted.
5. The course is given in good faith, and with some assumptions about the average profile and expected interests of the participants.
6. We reserve the right to conduct a feedback session using our own feedback forms, for a uniform and standardised analysis of our courses.

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