

Guidelines for Booking of IAS Conference Hall

Seminars, Symposia & Meetings

Use of Conference Hall facilities is permitted with the following guidelines:

1. The purpose and nature of the seminars, symposia, and meetings must be provided before booking the Conference Hall.
2. Reservations will be confirmed on receipt of letters/emails and on advance payment of 100% of the rental charges.
3. Tentative bookings are treated as cancelled if not confirmed within a week's time, from the date of tentative booking.
4. **Seminars/Conferences/symposia/meetings of political and religious nature are not permitted.**
5. **Booking of conference hall is not permitted for birthday party etc.**
6. Booking of IAS facilities for Press Conference and Interview are not permitted.
6. Booking party of the programme will be responsible for making good any damage caused to the Institute's building, furniture, equipment by their audience.
7. IAS programmes will have priority over other bookings. If required venue of meeting/catering can be shifted/cancelled at the last minute, fully refundable.
8. If a party is unable to use the booking venues due to failure of electricity or on account of riot, fire, earthquake or an act of war, the Institute will not be liable for any loss suffered by the booking party.
9. Booking parties are requested to take care of conference material/technical equipment/personal belongings, as the Institute is not responsible for their safety.
10. Conference facilities can be used between 9.00 am to 5.00 pm only.
11. In view of the prevailing security environment, organizers of the programme are to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend

the programme. The Estate Supervisor Office is to be informed of the details of the representative.

12. Booking Parties are requested to make sure that the participants/delegates are confined to the venues booked for them for meeting/catering arrangements.

13. No literature of religious, political or communal nature will allowed to be distributed, or referred to within the IIAS premises.

14. Shouting slogans in the premises of the Institute is not permitted.

15. Booking parties are requested to strictly adhere to the time slot for which bookings have been made; and vacate the venues on time.

16. Smoking is prohibited in the Conference Hall/ guest house premises.

17. Booking parties must ensure that banners/backdrops are removed immediately after their meetings conclude and not leave it behind at the Institute.

18. Eatables are not allowed inside Conference Hall.

19. Fire Safety Regulations: The IIAS is legally responsible for enforcing the fire safety regulations in the venues within the Institute. Parties availing the Institute's facilities must not exceed the seating capacity of these venues. Whenever there is a problem of overcrowding, the programme will be stopped until the additional numbers of persons vacate the hall.

20. IIAS shall provide space for 20 car parking inside its premises for speakers/delegates.