

Proceedings of the meeting of registration committee and representative of event manager of 4th International Agronomy Congress held on November 10, 2016 at 2.30 pm at Division of Agronomy, IARI, New Delhi

The following were present in the meeting

1. Dr Y.S. Shivay, Organizing Secretary, 4th IAC
2. Dr D.S. Rana, Convener, Registration Committee
3. Dr A.K. Singh, Co-convener and Principal Scientist, IIMR
4. Dr Anjali Anand, Principal Scientist, Division of Plant Physiology
5. Dr Ramanjit Kaur, Senior Scientist, Division of Agronomy
6. Dr Seema Sepat, Scientist, Division of Agronomy
7. Dr Ashok Kumar, Sr. Technical Officer, Division of Agronomy
8. Mr. Sudhir Rajpoot, Ph.D. Scholar, Division of Agronomy
9. Ms B. Bhargavi, Ph.D. Scholar, Division of Agronomy
10. Mr. Jungjit Critykar, M.Sc. Scholar, Division of Agronomy
11. Mr. Sompal Singh, ISA staff, Division of Agronomy
12. Mr. Sudhir Kumar Tanwar, ISA Staff, Division of Agronomy
13. Mr Ashish Gupta, Event Manager along with, Shallage, Sakshi and Mansi

The various issues pertaining to registration of delegates during 4th International Agronomy Congress were deliberated and following decisions were taken

Registration Time

21 November, 2016 : 2.00pm – 6.00pm

22 November, 2016 : 8.00am – 9.00am and 11.00am – 5.00pm

23 - 25 November, 2016: 9.00am – 1.00pm (After 1.00pm ISA staff at ISA publication counter will do the registration)

Venue of registration: Mela ground, IARI, New Delhi

Registration material

Material inside the PVC Folder: Badge with bar code and pendrive, Pen, Note book, Question book, Memento, Participation certificate, Certificate for non-availability of Govt. accommodation, Programme pocket size, Bag coupon, Receipt of payment of registration fee. **PVC folder will be prepared by the Event Manager.**

Materials inside the bag: Technical programme, Souvenir, Lead papers, Indian farming, *Kheti*, Indian Journal of Fertilizers, Special issue of Indian Journal of Agronomy. **Bag will be prepared by the registration committee.**

Last date for ready of registration material: Organizing Secretary and Event Manager will ensure that registration material mentioned above get ready by 16 November, 2016, positively.

Date for filling of bags/PVC folders: 18 and 19 November, 2016 (Event manager will fill the PVC folder and registration committee the bag). Dr Ramanjit Kaur and Dr Seema Sepat will coordinate the work of bag filling at committee level, in which all the committee members along with supporting staff (Shri A.N. Jha, Shri Mahesh Rai and Jagdish Choudhary) will participate.

Keeping account of bags and other registration materials and transport of kit from agronomy division to congress venue: Dr Ramanjit Kaur, Dr N.K. Sepat, Dr Ashok Kumar, Shri Sudhir Rajput, Shri Naresh Kumar, Shri Jagdish Choudhary (SS) and Mahesh Rai (SS). They will take receipt of bags from each counter at venue of the congress and each counter will further maintain the account of registration materials.

Responsibility of preparing various types of lists of delegates: Event manager, Dr A. K. Singh and Shri Sudhir Tanwar will prepare list of pre-registered delegates, un-registered delegates, honorary delegates including awardees, VIP, Co-Chair, convener, speaker, Exhibitors, Sponsors with clear indication of free/paid delegates under over all supervision of Organizing Secretary.

Numbers of counters: It was decided to have in all 21 counters of which nine counters for pre-registered delegate, one for exhibitors and sponsors, two May I help you counters to guide the delegates regarding registration and other

information, two Kit/bags distribution to pre-registered delegates, three for spot registration, two for badges printing, one counter for help in accommodation and one counter for sale of ISA publications.

On-spot registration counters:

Requirement- 1. List of delegate not registered, honorary delegates, Co-chair, speakers, conveners and committee members to be registered free; 2. Detail of un-coincided payment received from the delegates; 3. Receipt book; 3. Kit along with bar code badges 4. Number of counters 3;

Duty assigned to Shri Sompal, Sudhir Tanwar and Naresh Kumar Assisted by Mr. Jungjit Critykar, Ph.D. Scholar, Shri A.N. Jha (SS) and Shri Kharg Ram (SS) under overall supervision of Dr A. K. Singh.

Kits to Co-chair, plenary speakers and invited speakers as well as pen and writing pad as per demand from the halls management committee will be issued from the spot registration counters and they will get the receipt and will maintained the account of the same further.

Kits to staff with VIP/Chief Guest not in the list will be given by the spot registration counter after instruction from the Organizing Secretary or Dr A.K. Singh or Convener of the registration committee. Spot registration counter will maintain the account.

VIP registration :

Requirement – 1. List of VIP along with detail of hotel/guest house and room number allotted and date and time of arrival. Separate list for honorary VIP and paid VIP, 2. Kit complete in all respect including bar code badges 3. Receipt book

Assigned to Dr D.S. Rana, Dr A.K. Singh, Dr Anjali Anand, Dr Seema Sepat, Shri Mahesh Rai

Pre-registered delegates

Requirement : 1. List of pre registered delegates; 2. List of exhibitors and sponsors; 3. Numbers of counters 9. It was decided to keep the arrangement of counter according to sequence of registration number of delegates, which has already been conveyed to the pre-registered delegates and displayed on the website.

Duty assigned to event manager to carry out the registration of pre-registered delegates, exhibitors and sponsors. A few students will be deputed to help him subject to availability.

Help desk for registration : Dr Seema Sepat and Ms B. Bhargavi, Ph.D. Scholar, Division of Agronomy

Welcome of delegates with rose bud and tilak : Will be done by the girls deputed by the event manager. Material for same will be arranged by him. It was decided to restrict the same to 22 November, 2016 from 8 am to 1.00pm.

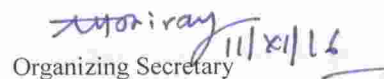
Event manager may please note that

1. Registration counter should be ready by November 21, 2016 by 10am positively.
2. There should be sufficient enclosure behind each counter for safe storage of registration material.
3. Staff deputed for this purpose should report for the duty well in time.
4. There should be one Coordinator from your event manager side for this purpose and his name along with list of other staff may be provided to convener registration committee.

Meeting ended with vote of thanks.


Event Manager


Convener Registration Committee
11/11/16


Organizing Secretary
11/11/16

Distribution

1. President, ISA
2. Organizing secretary
3. All the members of registration committee for action at their end.
4. Event Manager for action at his end