

ASSOCIATION OF INDIA UNIVERSITIES

Arrangement for AIU Zonal Vice Chancellors'

Reception

To receive and see off the Vice Chancellors/Directors of member Universities/Institutions of the Zone at airport/railway station on their arrival/departure by different flights/trains.

A responsible officer may be entrusted with this job with a few volunteers to help him. Identification badges may be given to them. A banner may also be displayed at the reception counter at the airport/railway station.

Transport

A car each for the President and Secretary General

A Mini Bus/Staff car for Vice Chancellors/Directors of member Universities/Institutions attending the Conference

Accommodation

Single room with attached bath for about 50-60 Vice Chancellors/Directors of member Universities/ Institutions of the Zone.

Venue

A Committee/Conference hall equipped with public address system, with adequate lighting and cooling facilities.

Computer with LCD Projector, OHP etc. may also be provided for making presentation.

Computers

2-3 Computer terminals with internet connectivity be also made available at the Venue of the Conference for use of the delegates.

Programme for the Zonal

Day I	Inauguration	10:00 am -	11:30 am
	Tea break	11:30 am	12:00 noon
	Session I	12:00 noon	01.30 pm
	Lunch	01:30pm	02:30 pm
	Session II	02:30pm	05:00 pm AIU Business session
	Cultural Programme	06.30pm	08:00 pm
	Dinner	08:00 pm	onwards
Day II	Session III	09:30 am	11:00 am
	Tea break	11:00 am	11:30 am
	Session IV	11:30 am	01.30 pm
	Lunch	01:30 pm	02:30 pm
	Valedictory	02:30 pm	03:30 pm
	Local visit	03:45 pm	06:30 pm
	Dinner	08:00 pm	

The Scientific Session will cover all presentations, papers, key note address and discussions. The Business Session will cover various programmes and activities of AIU.

Agenda for Zonal

Agenda for the will be prepared by the host University/Institute in consultation with AIU and circulated to zonal members.

Member Universities in the Zone will be requested to send proposals/Item(s) for discussion at the Zonal Conference to the host University and to AIU.

Rapporteurs

Two senior faculty; members be nominated to note down proceedings of the Zonal.

Hospitality

Morning tea may preferably be served in the rooms.

Breakfast and lunch could be arranged at a central place. Dinner as per the convenience of host may be arranged.

Media

Press Conference may be convened. A press release may be issued by the host Vice chancellor well before the Zonal Meeting, to act as a curtain raiser.

Photographs be taken on different occasion and a group photograph may be arranged. A set of photographs may be sent to AIU.

Cultural Programme

The details of cultural programme, preferably by students of the host University/Institution may be worked out by the University,

University News (Special Number)

AIU will bring out a special number of "University News" on this occasion. The host University should send a write-up about the University covering its important activities, plans, events, goals achieved, etc. Host University Librarian may also arrange advertisements from local book-sellers for inclusion in the special issue. A copy of the tariff for the advertisement is enclosed.

All banners/invitation Cards to be issued for inviting members/others for lunch/dinner etc. should invariably mention that the Conference is being hosted by the University under the auspices of the Association of Indian Universities.

All AIU Meeting(s) will be presided over by the President of the Association.

AIU logo should invariably be printed in all banners/invitations Cards, Souvenir Conference Material etc.