**ASSOCIATION OF INDIA UNIVERSITIES**

Arrangements for AIU Zonal Vice Chancellors’ Meeting 2019-20

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**Reception**

To receive/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 for the President, Vice 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 100 Vice Chancellors/Directors of member Universities/ Institutions of the Zone.

**Venue**

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

LCD Projector, Computer, LED/ LCDs, etc. may also be provided for making presentation.

**Computers**

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

**Tentative Programme for the Zonal Meeting**

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| Day I | Inauguration | 10:00 am | 11:30 am |
|  | Tea break | 11:30 am | 12:00 noon |
|  | Session I | 12:30 pm | 01:30 pm |
|  | Lunch | 01:30 pm | 02:30 pm |
|  | Session II | 02:30 pm | 05:00 pm Business Session |
|  | Cultural Programme | 06:30 pm | 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 | Onwards |

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 Meet**

Agenda for the Meeting will be selected by the host University/Institute in consultation with AIU based on the five sub-themes 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 record proceedings of the Zonal Meet.

**Hospitality**

Morning tea/coffee 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 by a professional photographer may be arranged. A set of photographs may be sent to AIU in digital and physical form.

Video recording of the entire event may be done through a professional and video files may be sent to AIU in Pen Drive.

**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, events, plans, 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 contain AIU logo and should clearly mention that the Meet is being hosted by the University/Institute 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/displayed in all banners/invitation Cards, Souvenir, Conference Material etc.

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