

Tariff for Convention Centre

Sl. No.	Convention Room Type	IITH Faculty (Excludes GST) (in INR)			Outside IITH Academia (Excludes GST) (in INR)		Industrial Bookings (Excludes GST) (in INR)		Available Facilities
		Two Hour Slot	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day	
AUDITORIUMS:									
1	Auditorium -1 500 Capacity	3,000	7,500	15,000	15,000	30,000	30,000	60,000	Well-equipped fully air conditioned auditorium with Video Wall, High-end AV facility, WIF FI, Auditorium chairs with individual Power Sockets and side tables, 8 Number s of 2-seater VIP sofas in the front row for the Special Guests, Centre table at Dias, Mic System, Step Lighting of well floor and Gallery. AUDI 1 has both a well and a Gallery. Provision for Video recording space on side flanges.
2	Auditorium - 2 200 Capacity	2,000	5,000	10,000	10,000	20,000	20,000	40,000	AV Facility and Auditorium Chairs, Step Lighting
SEMINAR ROOMS:									
3	Seminar Room - 1 60 Capacity	1,500	2,500	5,000	5,000	10,000	10,000	20,000	Classroom Setup with 98" Display Unit and AV, Podium, Mikes
4	Seminar Room - 2 100 Capacity	2,500	3,750	7,500	7,500	15,000	15,000	30,000	Classroom Setup with 98" Display Unit, 2 numbers 55" displays at the Back side with the mirror image of the main Display unit and AV, Podium, Mikes
5	Seminar Room - 3 40 Capacity- Round Tables Setup	1,500	2,500	5,000	5,000	10,000	10,000	20,000	Round Tables and Chairs with Writing Pads, 75" Display on Trolley, Podium and Mikes
6	Seminar Room - 4 40 Capacity- Round Tables Setup	1,500	2,500	5,000	5,000	10,000	10,000	20,000	Round Tables and Chairs with Writing Pads, 98" Main Display, Podium and Mikes
7	Seminar Room - 5 100 Capacity	2,500	3,750	7,500	7,500	15,000	15,000	30,000	Classroom Setup with 98" Display Unit, 2 numbers 55" displays at the Back side with the mirror image of the main Display unit and AV, Podium, Mikes
8	Seminar Room - 6 40 Capacity- Round Tables Setup	1,500	2,500	5,000	5,000	10,000	10,000	20,000	Round Tables and Chairs with Writing Pads, 75" Display on Trolley, Podium and Mikes
9	Seminar Room - 7 40 Capacity- Round Tables Setup	1,500	2,500	5,000	5,000	10,000	10,000	20,000	Round Tables and Chairs with Writing Pads, 98" Main Display, Podium and Mikes
10	Seminar Room - 8 40 Capacity- Round Tables Setup	1,500	2,500	5,000	5,000	10,000	10,000	20,000	Round Tables and Chairs with Writing Pads, 75" Display on Trolley, Podium and Mikes
11	Seminar Room - 9 40 Capacity- Round Tables Setup	1,500	2,500	5,000	5,000	10,000	10,000	20,000	Round Tables and Chairs with Writing Pads, 98" Main Display, Podium and Mikes
12	Seminar Room 3 & 4 as Single Room: 80 Capacity- Round Tables Setup	2,500	3,750	7,500	7,500	15,000	15,000	30,000	Round Tables and Chairs with Writing Pads, 98" Main Display and 75" Display on Trolley, Podium, Mikes
13	Seminar Room 6 & 7 as Single Room: 80 Capacity- Round Tables Setup	2,500	3,750	7,500	7,500	15,000	15,000	30,000	Round Tables and Chairs with Writing Pads, 98" Main Display and 75" Display on Trolley, Podium, Mikes
14	Seminar Room 8 & 9 as Single Rooms: 80 Capacity- Round Tables Setup	2,500	3,750	7,500	7,500	15,000	15,000	30,000	Round Tables and Chairs with Writing Pads, 98" Main Display and 75" Display on Trolley, Podium, Mikes
CONFERENCE ROOMS:									
15	Conference Room - 1	-	2,500	5,000	5,000	10,000	10,000	20,000	Conference Room Table with Chairs, 98" Professional Display, AV, Mikes, Audio Conference setup

	40 Capacity with Audio and Video Conference								
16	Conference Room - 2 40 Capacity with Audio Conferencing only	-	2,500	5,000	5,000	10,000	10,000	20,000	Conference Room Table with Chairs, 85” Interactive Display, AV, Mikes, Video and Audio Conference setup
17	Conference Room - 3 30 Capacity with Audio Conferencing only	-	2,500	5,000	5,000	10,000	10,000	20,000	Conference Room Table with Chairs, 98” Professional Display, AV, Mikes, Audio Conference setup
18	Conference Room - 4 30 Capacity with Audio Conferencing only	-	2,500	5,000	5,000	10,000	10,000	20,000	Conference Room Table with Chairs, 98” Professional Display, AV, Mikes, Audio Conference setup
19	Conference Room - 5 30 Capacity with Audio Conferencing only	-	2,500	5,000	5,000	10,000	10,000	20,000	Conference Room Table with Chairs, 98” Professional Display, AV, Mikes, Audio Conference setup
OTHER FACILITIES :									
20	VIP Lounge	-	500	1,000	1,000	2,000	2,000	4,000	Sofa and Discussion Tables setup
21	Lobby Area for Installation of Stalls	-	5,000	10,000	10,000	20,000	20,000	40,000	-

NOTE:

The above rates will apply for all the types of events listed below (IITH faculty has to be a coordinator): starting from 1st March 2024.

- (a) National workshops and conferences where registration fee is collected
- (b) All International workshops/Conferences/Seminars/Symposium
- (c) All product launch events
- (d) Meetings and events organized for Industry
- (e) Cultural events of IITH faculty will be allowed on a case-to-case basis, based on a) the availability of the venue and b) Nature of the event.
- (f) Breakfast/Lunch/Dinner arrangements can be arranged in coordination with IGH. Only Dry Snacks, Coffee/Tea are allowed in Conference rooms, Seminar rooms and Lobby area of Auditoriums.
- (g) Convention Centre facility is free for the official events of the IITH hosted/organized by Director, IITH.

How to Book

To reserve a room in the Convention Centre (CNC), the Faculty Coordinator should send a request via email to convention.bookings@iith.ac.in. Registration for any event, workshop, conference, symposium, or other academic meetings should be completed by filling out the registration form and submitting it via email to the CCE office. The registration form can be downloaded from the CCE website at <https://cce.iith.ac.in/forms.html>. Please note that telephonic bookings or cancellations will not be entertained.

Cancellation Policy for booking.

- If the halls are booked within 1 month of the actual event, cancellation must be requested at least 1 week before the event to avoid 50% cancellation charges. Otherwise, 50% cancellation charges will apply.
- If the halls are booked multiple months in advance, cancellation must be requested at least 1 month before the event to avoid 50% cancellation charges.
- Bookings are not permitted on the same day as the event.
- Booking must be made well in advance, at least one month before the actual event.

Responsibilities of Requester/Coordinator:

- Damages, if any, caused to the facility during any event shall be the responsibility of the Coordinator, and they will be liable for complete recovery.
- The use of any type of tape for decorations is strictly prohibited throughout the convention centre.
- Banners/Posters are not to be pasted on the walls or stage of the convention centre building. Violations will result in penalties being imposed.
- If any event organizers are hired for the purpose of setting up stalls etc., then a caution deposit is to be deposited which is refundable after the event and necessary charges towards the damages caused if any will be deducted from the deposit.