

**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	
<b>AUDITORIUMS:</b>									
1	Auditorium -1 430 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.
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
<b>SEMINAR ROOMS:</b>									
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 Rooms 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 Rooms 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 Rooms 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
<b>CONFERENCE ROOMS:</b>									
15	Conference Room - 1	-	2,500	5,000	5,000	10,000	10,000	20,000	Conference Room Table with Chairs, 98” Display, AV, Mikes, Audio Conference setup

	30 Capacity with Audio Conferencing only								
16	Conference Room - 2 30 Capacity with, Video and Audio Conferencing only	-	2,500	5,000	5,000	10,000	10,000	20,000	Conference Room Table with Chairs, 86" Touch 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" Display, AV, Mikes, Audio Conference setup
18	Conference Room - 4 40 Capacity with Audio Conferencing only	-	2,500	5,000	5,000	10,000	10,000	20,000	Conference Room Table with Chairs, 98" Display, AV, Mikes, Audio Conference setup
19	Conference Room - 5 40 Capacity with Audio Conferencing only	-	2,500	5,000	5,000	10,000	10,000	20,000	Conference Room Table with Chairs, 98" Display, AV, Mikes, Audio Conference setup
<b>OTHER FACILITIES:</b>									
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 mentioned will apply for all the types of events listed below (IITH faculty must be a coordinator to get the rates of IITH): starting from 1<sup>st</sup> March 2024.

- National workshops and conferences where registration fee is collected
- All International workshops/Conferences/Seminars/Symposium
- All product launch events
- Meetings and events organized for Industry
- 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.
- 50% of the hire charges of IITH rates to be paid for the institute events of IITH. Any events other than the events mentioned below will be approved by the Director, IITH to be considered as Institutional events.
  - Senate Meetings
  - BoG Meetings
  - Staff Meetings, Faculty/HoD meetings, other events organized by the Registrar's/Director's Office
  - Events related to the ministry organized by the Registrar's/Director's Office.
  - Institute events organized by all the Deans.

**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](mailto: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 center.
- Breakfast/Lunch/Dinner arrangements can be arranged in coordination with IGH. Only Dry Snacks and coffee/Tea are allowed in Conference rooms, Seminar rooms and Lobby area of Auditoriums.
- Banners/Posters are not to be pasted on the walls or stage of the convention center 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.