

Do's & Don'ts:

As part of our commitment to maintaining a safe, efficient, and welcoming environment at our convention centre, we have outlined some important dos and don'ts for all users of the facility. Please take a moment to review these guidelines to ensure a smooth and pleasant experience for everyone.

Dos:

1. **Follow Scheduling Protocols:** Ensure that all bookings are made through the proper channels and are confirmed in advance.
2. **Respect Timings:** Adhere to the scheduled start and end times for your events to avoid conflicts with other users. Additional number of hours used may be charged as per the applicable rates.
3. **Keep it Clean:** Dispose of trash in the designated bins and leave the facility as clean as you found it.
4. **Report Issues:** Immediately report any maintenance issues or damage to the facility management team.
5. **Adhere to Capacity Limits:** Ensure that the number of attendees does not exceed the maximum capacity of the booked space.
6. **Use Equipment Properly:** Handle all provided equipment with care and return it in good condition.
7. **Respect Noise Levels:** Keep noise at a reasonable level to avoid disturbing other events or meetings.

Don'ts:

1. **No Smoking and No Alcohol Consumption:** Smoking and Alcohol consumption are strictly prohibited inside the convention centre.
2. **Avoid Unauthorized Areas:** Do not enter areas of the facility that you have not been authorized to use.
3. **No Open Flames:** Open flames, including candles are not allowed inside the facility.
4. **No Vandalism:** Do not deface or damage any part of the convention centre or its property.
5. **Prohibit Hazardous Materials:** Do not bring hazardous materials or substances into the facility.
6. **No Pets:** Pets are not allowed inside the facility, with the exception of service animals.
7. **No pastings on Walls:** Do not paste any posters on the walls/stage/premises of the convention centre with tapes etc. The use of any type of tape for decorations is strictly prohibited throughout the convention centre. Violations will result in penalties being imposed.
8. **No Food inside the Convention Centre:** Only Dry Snacks, Coffee/Tea are allowed in Conference rooms, Seminar rooms and Lobby area of Auditoriums and lunches/dinner etc are strictly prohibited inside the premises of the convention centre.



भारतीय प्रौद्योगिकी संस्थान हैदराबाद

कंडी - ५०२२८५, संगारेड्डी,
तेलंगाना, भारत

फोन : (०४०) २३०१ ६०३३; फैक्स : (०४०) २३०१ ६०३२

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By adhering to these guidelines, we can ensure a safe and enjoyable experience for all users of our convention centre. Thank you for your cooperation and understanding.

In case of any questions or need further clarification, please do not hesitate to contact the CCE Office or the Chair CCE.

Best regards,

Prof. Amirtham Rajagopal,
Chair, Centre for Continuing Education
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