

## 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. An 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 equipment provided 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.
- 8. Housekeeping, AV Technician, Attender Services: Duty Hours and Additional Charges:**

We would like to inform you that housekeeping and AV technician services for your event at the Convention Centre have been scheduled in alignment with the event timings. Please note the following details regarding their duty hours and additional charges:

- The duty hours for housekeeping staff and AV technicians are limited to 8 hours per day.
- If their services are required beyond these hours, the additional time will be subject to overtime charges as per their eligibility and agreed rates.

We recommend planning your event schedule accordingly to optimize service usage. Should you anticipate needing extended support, please let us know in advance so we can make the necessary arrangements.

### **9. Please Bring Your Own Laptop for Audio-Visual Requirements:**

While our facility is equipped with displays and other essential AV equipment, laptops are not provided as part of the package. Kindly ensure that your laptop is compatible with standard HDMI/VGA connections to avoid any last-minute technical issues.

Should you have any questions or need assistance with compatibility or setup, please feel free to reach out to us in advance.

### **10. Outside event Management Team for Setting up of Stalls etc., : Caution Deposit**

If any event organizers are hired for the purpose of setting up stalls etc., then a caution deposit of Rs.25,000/- is to be deposited which is refundable after the event and necessary charges towards the damage caused if any will be deducted from the deposit.



भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

# भारतीय प्रौद्योगिकी संस्थान हैदराबाद

कं डी - ५०२२८५, संगारेड्डी,  
तेलंगाना, भारत

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

**Indian Institute of Technology Hyderabad**

Kandi – 502284, Sangareddy, Telangana, INDIA

Phone: (040) 2301 6033; Fax: (040) 2301 6032

## Don't s:

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.

## 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.

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 IIT Hyderabad.**



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