

## Arrangements to be made by the host

(For clarifications, suggestions and queries,  
contact Dr. Partha by email - [drpartha@gmail.com](mailto:drpartha@gmail.com) )

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**Note:** This document is updated regularly. Please make sure that you have the latest version of this document. You can get the latest version of this document, from the w-w-web, at:

<http://drpartha.org.in/publications/arrange.pdf>  
(ask [drpartha@gmail.com](mailto:drpartha@gmail.com), for a confirmation)

The lecturer's profile may be downloaded from :  
<http://drpartha.org.in/profpartha/profile.pdf>

Please make sure of the following arrangements when you invite Dr. Partha to your institution for any lecture/tutorial :

1. Publicity, invitation, announcement etc. (based on Abstract/Synopsis given by Dr. Partha)
2. **Linux based computer system** (with Open Office / Libreoffice , evince, Kile, root login, KDE, media players)
3. LCD projector (1024x768 px)
4. Classroom and usual accessories. Blackboard must be accessible and usable concurrently with the LCD screen.
5. Hotspot/wireless access to the Internet.
6. Uninterruptible power supply for the entire duration of the tutorial. Should support LCD Projector and the computer for this duration.
7. Collar mike (wireless) and public address system (please avoid hand-held mikes, or mikes with an umbilical cord). Public address system should be able to play embedded audio of the video presentations (if any) played from the computer.
8. Audience with appropriate background. **Class strength not to exceed 20 participants** (to ensure good interactivity in the class).
9. All lectures will be based on Linux / FOSS tools and technologies. A working knowledge or familiarity with Linux, will be helpful for the audience. Please ask

Microsoft worshippers to stay away.

10. Registration, time keeping, & audience management.
11. Course kit (containing notebook, pen/pencil, course handout)
12. Refreshments, lunch etc., as appropriate..
13. Punctuality & timekeeping (the lecturer is VERY particular about punctuality)
14. Copies of course-handout CD (if any), to be made and distributed to all participants, at the beginning of the tutorial. Dr. Partha will give the master-copy of the CD.
15. Transport from place of residence to place of work, and back. Airport / railway-station transfers (as applicable).
16. Local hospitality (accomodation, food etc. , as applicable).
17. **Honorarium** (amount to be decided upon by mutual consultation). The complete honorarium should be paid in cash IMMEDIATELY at the end of the seminar/lecture. You can also pay by BHIM-UPI apps through the mobile phone connected to your bank account. (I will inform you my VPA i.e. UPI handle, when you ask for it).
18. **VERY IMPORTANT** : The host institution will appoint one responsible, senior, and technically sound person as the Course Arrangements Manager. This person will ensure, and confirm, that all the resources and arrangements listed above are made available. The name, designation, email ID, and contact phone numbers of this person should be intimated to Dr. Partha, sufficiently in advance. The person concerned should also be asked to get in touch with Dr. Partha, by email, and confirm the arrangements.

#### **For outstation institutions (outside Hyderabad/Secunderabad) :**

In addition to the above, the following arrangements should be made by institutions outside Hyderabad/Secunderabad:::

1. Inter-city travel arrangements (confirmed reservations etc. by flight, or for places not accessible by flight, by train -- upperclass, a.c. sleeper class). Both, forward, and return ticket, should be made available to Dr. Partha, at least two weeks before the event. For practical reasons, I prefer to be at your institution, the evening before the start of the course, and leave from your place, the morning after the end of the course. Please make travel and stay arrangements accordingly.
2. Food (simple, clean, hygienic, vegetarian food)
3. Lodging (safe, clean, comfortable, accessible location, clean toilets, clean linen). Single-occupancy room, non-shareable basis.

#### **General terms and conditions:**

1. Do not make any announcements, or promotions or course arrangements, without a formal agreement with us.
2. All the arrangements and resources listed above, should be meticulously made available. Please inform by email, the name, designation, e-mail ID, and contact phone number of the person (Course Arrangements Manager) who will be responsible for confirming the above arrangements. The Course Arrangements Manager will have to send a confirmation to this effect, sufficiently in advance.
3. We usually need an advance notice of at least 4 to 6 weeks for delivering any course. This period is needed for rescheduling our commitments, updating of course material, mobilisation of resources etc.
4. All the course material prepared by us, all the handouts and presentations prepared by us, remain our intellectual property. It is forbidden to use them without our permission.
5. No recording, audio or video, or otherwise, is permitted.
6. The course is given in good faith, and with some assumptions about the average profile and expected interests of the participants.
7. We reserve the right to conduct a feedback session using our own feedback forms, for a uniform and standardised analysis of our courses.
8. Please send a confirmation regarding the availability of all the above resources, and complete compliance of all the above conditions, to [drpartha@gmail.com](mailto:drpartha@gmail.com). A structured checklist/form will be sent to you, when you ask for it.

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