**WEBSITE EVENT REGISTRATION PERFORMA**

**Steps to register the Events**

**Step-01: - Pre Event - Send following Details in Mail Id webteam@dbgidoon.ac.in at least before 2-3 days**

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| --- | --- | --- |
| **Event Title:** |  | |
| **Event category ( Workshop/Guest Lecture/Seminar/Education Visit etc)** |  | |
| **About Event (Minimum 200 words):** |  | |
| **AIM of the Events (Min 5 Points):** |  | |
| **Content of the Event ( In Case of Workshop, Seminar, Guest Lecture)** |  | |
| **Highlights of Events** |  | |
| **Speakers of the Events:**  **(Name, E- Mail ID, Designation, Organization Name, Photograph. Resume)** | **NAME** |  |
| **E-Mail ID** |  |
| **Designation & Experience** |  |
| **Organization** |  |
| **Department Name ( Full Name)** |  | |
| **Course Name (Participants):** |  | |
| **Date Time & Venue of Events:** |  | |
| **Event Coordinator & Organizing Team Members** |  | |
| **Contact Person** |  | |

**Note: The Speaker Photograph Should in .jpeg format and Resume in Pdf Format Only.**

**In Case Workshop**

**Step-02: - Post Event –** You need to submit the photos of the events within 1 hour once event of the day over.

All Departments need to Maintain Event file (As per Attached Format - Signed by HoD) and Submit to Web team within 2 days once event over.

Note: No printing Materials (Banners/Poster/certificate) will be provided before registering the events