

## Important Instructions: (For Workshops at Institutions / Events)

### General Venue Arrangements:

- Do ensure that with the seating arrangement, all participants will be able to view the projected screen clearly - right up to the lowest level
- If you have a Slide Advancer please make it available for the workshop
- If the venue is an auditorium, please ensure a table and chair for the speaker (not a podium)

### Internet access:

- Broadband/networked internet access or a venue where Airtel data signals will be picked up
- Or else, do make arrangements for any internet access facility - another provider's hotspot or dongle

### Punctuality:

- We would like every workshop to begin punctually at the scheduled time. Please plan for any Institutional formality (welcome address etc) well ahead of this time

### Certificates:

- We request institutions to offer certificates to participants, including our logo and related details.

### Attendance:

- We expect every participant to be present well in time and stay throughout the workshop. We request that participants who do not attend the full workshop not to be given certificates of completion

### For Out of Mumbai Workshops:

- Travel reimbursement: Economy air fare, or II AC train fare / luxury bus / taxi fares / petrol costs – as applicable (where flights do not operate)
- Pick up from and drop to the airport / railway station, as applicable.
- Guest house / safe hotel accommodation if there is a need for an overnight stay

### Contact details

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