16.0. **GUIDELINES FOR ORGANISING TECHNICAL WEBINARS**
[*Approved by President, IEI on July 2020, subsequently modified on December 2021 and approved by President, IEI*]

The following guidelines for organising the Technical Webinars (to be named as IEI Technical Webinars will have to be followed:

(a) The Centres and Fora are encouraged to organize maximum number of activities using the central platform and <u>after due deliberation in their respective committees</u>. However, to provide opportunity to all Centres/Fora the numbers in a month may be restricted depending upon the demand. Before sending proposals to HQ, the Centres/Fora should decide on themes, panelists and dates in their respective Committees/BOG. Proposal for webinars have to be sent in the format of One-Day seminars at least 15 days prior to the activity.

(b) There will be no registration fee for the webinars of The Institution of Engineers (India). However, registration of participants is must. E-certificate will be provided to the registered delegates who have registered with a registration fee of Rs. 200/- (USD 5 for overseas participants). This fee will be shared equally by IEI HQ and Centre/Fora after deducting the applicable taxes.

(c) The Technical Department at IEI HQ would facilitate the webinar platform and provide co-host facility to the Centres for managing their own webinar within the time slot allotted to them. Alternatively the Centres /Fora may also use their own platform.

(d) The Centre will send a brief report of the webinar within 15 days for publication in the IEI News. If they fail to do so, then no further webinar will be allotted to that Centre.

(e) Digital Certificates signed by President/ Chairman, CATE and SDG will be awarded to the Panelists. Registered paid participant who will attend the seminar all along will be provided E-certificate signed by Chairman, CATE/ Chairman of Engineering Division Board and SDG.

(f) Renowned Expert Speakers, Professors, Industry Professionals including Professional Engineers (PE) and International Professional Engineers (IntPE) may be invited to act as panelists in the webinars as far as practicable.

(g) Technical Webinars in association with Industries

• CATE recommended that IEI should organize Webinars in association with Industries to increase the interface of IEI with Industries
• CATE recommended that Industries who desire to organize webinars through us should be our Institutional Member first.
• Such webinars will be organized under the aegis of Division Boards with panel of speakers both from the industry and outside

[*Approved during 144th Meeting of CATE and subsequently 713th Meeting of Council, Hyderabad, March 26-28, 2022*]

(h) The following schedule for webinars will be followed:

➢ Welcome address by Chairman of Division Board / Chairman of Host Centre / Convenor of Webinar
➢ Introduction of Panelists and President (if present), Chairman-CATE (if present) by Convenor of Webinar
➢ Deliberations by the Panelists.
➢ Question/Answer session (to be conducted by one moderator)
➢ Vote of thanks by Hony Secretary of Host Centre / Organising Secretary of the Webinar/ Director (Technical)

The standard operating procedure of organising technical webinars is mentioned below:

(1) Proposals from Centre /Fora will be scrutinised by Technical Department and approval will be arranged from Chairman Division Board and Chairman, CATE.
(2) IEI HQ will allot the time and make the Convener of the Centre/Foras (Organiser) as Co-Host

(3) IEI HQ shall host/power the Webinar on its Virtual Platform which shall also be streamed live on the IEI YouTube Channel.

(4) IEI HQ shall provide technical & logistic support from start to finish.

(5) If the Centres /Fora use their own platform, they will send the link to Technical Department for preparation of flyer and communicating the same to our members.

(6) The registration fee for e-Certification will be equally shared between IEI HQs and the Organiser. IEI HQs will send the same in due course.

The flyer and invitation of the Technical Webinars will have to follow the approved design.

Submissions of proposals and reports have to follow the approved format.

The **Proposal Format**, **Flyer Format** and **Report Format** are enclosed as **ANNEXURE XIIA, ANNEXURE XIIB** and **ANNEXURE XIIC**, respectively.

PROPOSAL FORMAT FOR IEI TECHNICAL WEBINAR

Request by Centres for Holding Technical Activities through Webinar

For use by Headquarters (Programme code):			
Divn. Board	Financial Year	Programme type	Programme No.

Name of the Centre / Forum:	
Proposed Programme:	**Webinar**
Title of the Programme:	
Under the aegis of which Divisional Board:	
Program Date:	Program Time:
Associate organization (if any):	
Approved in State / Local Centre / Forum Committee Meeting:	Meeting No.:	Date:

Brief Write-up about the theme *(preferably within 300 words)*:

Details of Panelists:

Panelist No. 1

Name:	Photo
Designation:	
Mobile No. and Email:	
Credential in Brief:	

Panelist No. 2

Name:	Photo
Designation:	
Mobile No. and Email:	
Credential in Brief:	

Panelist No. 3

Name :	Photo
Designation :	
Mobile No. and Email :	
Credential in Brief :	

Details of Moderator:

Name :	Photo
Designation :	
Mobile No. and Email :	
Credential in Brief :	

For Use by Chairman, Division Board, Chairman, CATE and Headquarters:

Put-up to Chairman, Division Board on:		Comments of Chairman, Division Board received on:	
Comments of Chairman Div. Board:	Approved / Not Approved / To be Revised		
Suggested Revision (if any):			
Put-up to Chairman, CATE on:		Comments of Chairman, CATE received on:	
Comments of Chairman, CATE:	Approved / Not Approved / To be Revised		
Suggested Revision (if any):			
Information to Centre about decision or to incorporate suggested revision (if any) on:			

Proposals to be sent 15 days prior to the proposed dates of the Webinar

FLYER FORMAT FOR IEI TECHNICAL WEBINAR

The Institution of Engineers (India)

8 Gokhale Road, Kolkata 700020, West Bengal, India
(Established in 1920, Incorporated by Royal Charter 1935)
A Scientific and Industrial Research Organistion

A Century of Service to the Nation

IEI Technical Webinar

(Theme)

Organised by

……………… State/Local Centre / Forum

Platform: Zoom Webinar

Panelists :

Name, Designation and photo

Moderator :

Name, Designation and photo

For any assistance, please email to: <Centre/ Fora email>

Registration is a must for attending the webinar and **there is no Registration Fee**. To obtain E-certificate of participation, the registered delegates have to pay a registration fee of Rs.200/-(USD 5 for overseas participants)

Click here for Registration

(To be provided by Technical Department)

The participants who opt for '**e-Certificate of Participation**', need to register themselves first using the above mentioned registration link and thereafter make a nominal payment of INR 200/- (US$ 5 for overseas participants) [+ GST @ 18% as applicable] using the payment gateway available against the link:

(To be provided by Technical Department)

Live streaming of the event can be viewed on

https://www.youtube.com/channel/UCb-dnZOohQvbRdoxpsDYwsA

REPORT FORMAT FOR IEI TECHNICAL WEBINAR

Name of the Centre / Forum:	
Proposed Programme:	**Webinar**
Title of the Programme:	
Under the aegis of which Divisional Board:	
Program Date:	Program Time:
Associate organization (if any):	
Approved in State / Local Centre / Forum Committee Meeting:	Meeting No.: Date:

Brief Write-up about the theme *(preferably within 300 words)***:**

Details of Panelists:

Panelist No. 1

Name:	Photo
Designation:	
Mobile No. and Email:	
Credential in Brief:	

Panelist No. 2

Name:	Photo
Designation:	
Mobile No. and Email:	
Credential in Brief:	

Panelist No. 3

Name:	Photo
Designation:	
Mobile No. and Email:	
Credential in Brief:	

Details of Moderator:

Name:	Photo
Designation:	
Mobile No. and Email:	
Credential in Brief:	

For Use by Chairman, Division Board, Chairman, CATE and Headquarters:

Put-up to Chairman, Division Board on:		Comments of Chairman, Division Board received on:	
Comments of Chairman Division Board:		Approved / Not Approved / To be Revised	
Suggested Revision (if any):			
Put-up to Chairman, CATE on:		Comments of Chairman, CATE received on:	
Comments of Chairman, CATE:		Approved / Not Approved / To be Revised	
Suggested Revision (if any):			
Information to Centre about decision or to incorporate suggested revision (if any) on:			

Proposals to be sent 15 days prior to the proposed dates of the Webinar