



## 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 after due deliberation in their respective committees. 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. 300/- (USD 6 for overseas participants) *[Approved during 145<sup>th</sup> Meeting of CATE and subsequently 715<sup>th</sup> Meeting of Council, Kandaghat, 18 June 2022]*. 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.
- (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 144<sup>th</sup> Meeting of CATE and subsequently 713<sup>th</sup> Meeting of Council, Hyderabad, 26-28 March, 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) CATE approved that the Technical Webinar may be organized with approval of the Division Board/Chairman Division Board only routed through IEI HQ and report to CATE subsequently. Approval of CATE/CATE Chairman is not required, if the Centre may also organize webinar of their own without using the Zoom platform of IEI HQ as Local Activity; *[Approved during 146<sup>th</sup> Meeting of CATE and subsequently 717<sup>th</sup> Meeting of Council, Nagpur, 03-04 September 2022]*
- (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 XIA**, **ANNEXURE XIIB** and **ANNEXURE XIIC**, respectively.