



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI - 110029

AIIMS S.E.T. Facility, (Skills, E-Learning, Telemedicine)

2nd Floor, Convergence Block, E-mail: aiims.setfacility@gmail.com, Ph. 011-26549172/26549175

Requisition form for booking of Facility

Applicant Name:

Designation:..... Department

E-mail ID: Contact No.....

Purpose of Booking (Brief description of the Event):

AIIMS Academic activity

Activity funded by Govt. Agency or sponsored by other organization

Name of the Agency /sponsored organization

Number of people expected at the event:

Facility Required (Please tick your choice):

Description	Capacity	Tick Here	Date(s) of Requirement		Time of Requirement	
			From	To	From	To
Studio-1	100 seats					
Studio-2	24 seats					
Studio-3	49 seats					
Skill Lab	15 work stations					

Is a multi-media projection facility required? Yes/No _____

I, Dr/Mr./Ms. _____ agree to the terms & conditions given below.

(Signature of Applicant)

FOR OFFICE USE ONLY

Confirmed By:

Comments:

Signature of
FCIC / PIC –Tele Medicine Facility/
PIC – Skills Lab.

Signature of
PIC – Facility Management Committee

Signature of
Dean-Academics

Terms and Conditions

1. **THE ALOTTMENT MAY BE CANCELLED ANY TIME, SHOULD A NEED ARISE FOR OFFICIAL REASONS.**
 2. Please visit the venue at least ONE day before the event and finalize the requirement.
 3. SET Facility will not take any responsibility of the sudden malfunction of any electronical/electronic gadgets during the period of conference.
 4. The parties of the booking halls are requested to take care of all their belongings.
 5. All electronic gadgets taken from SET Facility must be handed over to the Set Facility official after use. Any lose or damage will be borne by the booking party.
 6. The S.E.T. facility is under electronic surveillance. Please ensure discipline and decorum in the facility to avoid disturbing other events that maybe taking place in the facility.
 7. Any damages to the facility would need to be compensated as per the actual. The responsibility for same is with the person who has been allotted the facility.
 8. **Overall the maximum allowed participants including organisers are 100. In case of individual studios, it is strictly as per the number of seats in the respective studios. Seating on floor/aisles is not permitted.**
 9. Consumption of food is strictly prohibited inside studios.
 10. No serving of food other than in cafeteria and as per cafeteria rules is permitted.
 11. No pasting/sticking of material on walls/chairs permitted.
 12. Only standees permitted at designated areas: main entrances on both sides/outside each auditorium/backdrop inside the auditorium.
- **Facility usage charges:**

	Activities of Academic Section, Approved inter-institution teaching programs	Meetings sponsored by Govt. agencies	Meetings sponsored by Non-Govt. agencies
Studio I	None	10000	20000
Studio II & III	None	5000	10000
Wet lab	None	5000	15000
Skill lab	None	5000	10000

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