The Research Office,   Date: August 4, 2022

Indian Institute of Information Technology Sri City,
Tirupati District, Andhra Pradesh, India, 517646

Subject: **Request to arrange a payment mechanism for a workshop**.

Dear Sir/Madam,

I am planning to organize a workshop on "Internet of Things: Trends and Applications" during November 3-5, 2022. This workshop will be attended by participants from academia and industries. For attending this workshop, the participants need to pay a certain amount as a registration fee. Broadly, we divided the participants into two different categories – A and B as follows:

Category	Type	Fees
A	Masters Students: ME/M.Tech/MBA/MCA/MSc Doctoral Students	INR 300
B	Post Doctoral Researcher, Researchers (working in a research organization), Faculty, and Working Professionals	INR 1000

I am planning to broadcast the workshop notification immediately after activating the payment mechanism from the Institute/bank. For now, I am fixing the deadline for registration to August 20, 2022. A participant should be able to pay the registration fees during payment mechanism activation day to August 20.

I, therefore, request you to arrange the registration payment mechanism for the workshop. For more details about the workshop, please go through the attached proposal copy.

Regards,

Dr. Arijit Roy
Assistant Professor,
CSE Group, IIIT Sri City

Incl.
1. Director approval letter
2. Proposal copy