

Bengaluru, March 22, 2025

OFFICE MEMORANDUM

Subject: Directives for Attendees and Presenters – Students' Symposium on AI & Data Science (24.03.2025 – 26.03.2025)

In view of the forthcoming Students' Symposium on Artificial Intelligence & Data Science, tentatively scheduled from March 24th, 2025 to March 26th, 2025, evenings, jointly organized by Finessefleet Foundation and Sanjivani University, all attendees and presenters are directed to adhere to the prescribed protocols to ensure the orderly and professional conduct of the event. The following directives shall be applicable to all stakeholders participating in the symposium.

1. All participants shall join the symposium using the official online platform as communicated through authorized channels. The meeting link and access credentials are strictly confidential and shall not be disseminated to unauthorized persons. Participants are advised to log in at least 5 (five) minutes prior to the commencement of sessions to mitigate any technical inconveniences.
2. Formal decorum shall be maintained at all times during the proceedings. Disruptions, unauthorized sharing of screens, or any conduct inconsistent with the professional objectives of the symposium shall be strictly prohibited. The formal virtual background, if provided, shall be used by all participants, and an appropriate dress code, preferably formal or semi-formal, shall be adhered to.
3. It is imperative for all participants to ensure a stable internet connection and use of appropriate audio equipment, such as headphones or earphones, to maintain clarity in communication. Any technical difficulties shall be reported to the designated helpdesk for immediate resolution.
4. Presenters shall submit their final presentation materials to the organizing committee at least 24 (twenty-four) hours in advance of their scheduled session. Each presenter shall strictly adhere to the allocated time slot to prevent any disruption in the schedule. It is the responsibility of the presenter to ensure the functionality of their audio and video equipment prior to their session. A technical trial session may be conducted beforehand, if deemed necessary. Any supplementary documents or reference materials intended for sharing must receive prior approval from the symposium committee. During the Question-and-Answer session, presenters shall respond concisely and professionally.
5. Attendees shall remain on mute unless explicitly permitted to speak by the session moderator. Queries shall be raised using the designated chat feature or the 'Raise Hand' function, in accordance with the instructions provided by the moderator. Attendees shall refrain from any conduct that may cause disruption or deviation from the established agenda.
6. In the event of any technical misconduct that disrupts an ongoing talk, presentation, or conversation, all participants must adhere to the moderator's instructions.
7. If the moderator instructs participants to leave the meeting due to such misconduct, or if the host leaves the meeting, all attendees must immediately exit the session.
8. The use of inappropriate messages in the chat box is strictly prohibited and will not be tolerated.
9. Any instance of non-compliance with the aforementioned directives shall be duly recorded, and necessary action, including removal from the session, may be initiated.

Participants facing technical or procedural issues shall report the same to the designated helpdesk for prompt resolution.

The provisions of this OM shall come into immediate effect and shall remain applicable for the entire duration of the symposium. Strict adherence to these directives is expected from all stakeholders.

Administrative Secretariat
Finessefleet Foundation
Bengaluru, India

To

1. All Attendees & Presenters
2. Symposium Website (<https://sympai2025.finessefleet.com>)

Copy forwarded for kind information and necessary action:

1. Symposium Organizing Committee (Attn: Coordinator & Associate Coordinator – for circulation)
2. Director's Office, Finessefleet Foundation
3. Guard File