

Volunteer Brief – Tata AI Sakhi Immersion Program

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1. Event Overview

Event Name: Tata AI Sakhi Immersion Program

Date & Time: 17th February 2026, 9:00 AM – 12:00 PM (3 hours)

Venue: Plenary Hall A (on Level 3 and 4), Bharat Mandapam, New Delhi

Entry and exit is through Gate 7

Expected Scale: ~1,600 participants, ~400 mentors

Objective: Hands-on, guided workshops to demonstrate practical AI for empowerment, entrepreneurship and everyday problem-solving for rural women cohorts.

Cohorts and Themes:

- Artisanal Cohort: AI-driven design and innovation support for artisans & weavers; creative assistance and product showcase outcomes
- Digital Entrepreneurs – Basic Cohort: AI acts as a daily support partner — helping women navigate documents, government schemes, communication, and local business promotion
- Digital Entrepreneurs – Advanced Cohort: AI enables digitally confident women entrepreneurs to scale and diversify their businesses through personalised learning, smarter marketing, and new digital offerings

2. Travel and Stay Arrangements

Participants must **always remain with their assigned group and volunteer** during travel.

Volunteers will be provided with a mapped list of the women participants that they are responsible for along with accommodation and bus details.

Volunteers should print onward and return flight/train tickets for their participants.

2.1 Travel to and from Delhi

- Travel arranged centrally by organisers to and from Delhi (flights/trains/buses per mobilisation group)
- People with Placard will be available both at airport and railway station
- No alternate travel permitted except in emergencies and only with prior approval
- Each group will be accompanied by a designated volunteer

2.2 Transportation in Delhi

- All local transport arrangements have been made by the organisers
- No alternate means of travel permitted within Delhi
- Bus numbers / hotel details will be displayed on the buses for easy identification for the respective attendees

2.3 Accommodation in Delhi

- Shared hotel accommodation is arranged; rooms will be shared with female participants only
- Meals are provided at the hotel and/or event venue (vegetarian only)
- **Participants are not permitted to leave the hotel premises** except for official movement with the group and volunteer

3. Security

Security of all participants and volunteers is of paramount importance. The organiser will take all necessary steps to ensure safety of the participants. **Volunteers must play their role to ensure security of their respective groups.**

3.1 Do's

- Ensure all participants in your group are with you at all times
- **Ensure that everyone carries a valid government-issued ID card and event access pass at all times**
- Arrive on time for all movements (hotel departure, venue re-assembley)
- **Report any safety concern to the security lead on the bus/at the hotel and the security SPOC (contact number in the annexure) immediately. Do not wait**
- Ensure your participants have your contact number memorised (in case their phone is not with them); also ensure that they have all the security contact numbers mentioned in the Annexure
- Ensure that the participants in your care are fully briefed on the do's and don'ts, including safety risks of not following the guidelines set down in this document
- Ensure that participants do not leave the hotel except as per official schedule

3.2 Don'ts

- **Leaving the hotel or Bharat Mandapam to meet relatives or friends is strictly prohibited**
- Do not bring large bags/handbags into the venue
- Do not wander alone or switch zones/groups
- Do not share access passes or restricted information with outsiders

3.3 General Instruction

- Participants are responsible for the safety of their personal belongings. Please ask participants to avoid carrying any expensive belongings to Delhi, and the event venue.
- No storage facility will be provided at Bharat Mandapam

3.4 Additional Safety Measures

For the safety of the participants, the following safety measures have also been implemented:

- Extra assistance from Air India and Indigo to accompany women at airports, support for check-in, etc
- 2 security guards (1 male and 1 female) + 1 TCS volunteer present for safety at the hotel
- 1 security guard on each bus journey (from airport, train station and direct bus route to hotel, from hotel to the venue and back)

- Dedicated security team (contact numbers in the annexure) for monitoring and immediate escalation of issues to Police/authorities — please reach out to them directly if you have any safety-related concerns
- Police & authorities briefed on our plan, and vigilance request has been made at stations near the hotels for added monitoring/safety

4. Logistics on 17th February

4.1 Venue Access and Registration

- All attendees must be registered on the India AI Impact Summit website prior to arrival to obtain access credentials (we have registered the participants and the volunteers)
- Carry the official entry pass to access Bharat Mandapam (PDF with QR code). QR code will be scanned at the entry gate
Volunteers will be responsible for distribution of entry passes to their group at their respective hotels
- Do not carry handbags or large bags; **only a small bag with minimum essentials (wallet, government ID) is expected to be permitted at the venue**
- **All participants and volunteers must carry their government ID with them to the venue**, as it will be required for entry, along with the passes

4.2 Departure from Hotel

- Local teams will inform the volunteers at each hotel about departure time — buses will be departing in batches basis time taken to reach the venue and the entry schedule. **Please assemble in the hotel lobby 30 minutes prior to departure with your assigned group**
- Breakfast will be provided at the hotel/ light snacks will be provided before the event on the bus
- **No outside food is permitted at the event venue**
- **The participants who have their return on 17th FEB, volunteers must ensure that the baggage to be taken while checking out and placed in their respective buses for direct exit from Bharat Mandapam to their respective airport / station**

4.3 Zonal wristbands

- All participants will be provided with a coloured wristband that will help identify them as part of the event group — the colours will also be mapped to their seating zones during the event on 17th February
- Wristband will be distributed by the volunteers at the hotel. These wristbands are to be worn for the duration of their trip

4.4 Seating and Zoning at Plenary Hall

- Participants will be seated by zones, as identified by the colour of their wristbands; sit only in your designated zone. **Volunteers will be responsible for distribution of the coloured wristbands to their group in advance** (at the hotel or in the bus enroute event venue)

- Volunteers will escort groups from the entry gate to their assigned blocks and remain with them throughout
- **Keep phones fully charged (100%) before leaving the hotel; charging points will be limited on-site**

4.5 Return from Event Venue

Participants will be guided by volunteers to their respective buses to **return to the hotel or the airport/station/home destination right after the event**. Lunch will be provided at the accommodation after the event. For those departing from Delhi on 17th February directly from the venue, lunch will be arranged enroute to airport/station/home destination

5. Event Flow and Pre-Requisites

Volunteers must **familiarise themselves with their respective participants' group; ensure headcount check at regular intervals** and escalate immediately in case of any mismatch in headcount.

5.1 Show Flow

Time	Activity
6:00 – 8:00 AM	Transfer from hotel to Bharat Mandapam
9:00 – 9:15 AM	Welcome, introduction and address by chief guest
9:15 – 9:30 AM	Select women on stage to share their stories
9:30 – 9:40 AM	Responsible AI guidelines
9:40 – 9:45 AM	Device and ChatGPT check
9:45 – 11:15 AM	The immersion
11:15 – 11:30 AM	Select women to present their learnings and experience
11:30 – 11:45 AM	Wrap up and Tata leadership addresses audience
11:45 – 12:30 PM	Transfer to bus
12:30 PM Onwards	Transfer from Bharat Mandapam to hotel

5.2 Checklist for Volunteers (prior to arrival at event venue)

Volunteers need to ensure that participants complete the following before the event (it may be prudent to complete this whenever time is available at the hotel or enroute to the event):

- **Bring their Smartphone:** Participants are expected to attend the event with a smartphone
- **Ensure that Phone is charged:** Ensure that participants carry their phone chargers from their homes. Participants' phones should be fully charged before they depart for the event venue on 17th February
- **Download the Gemini App from Play Store:**
Steps - Go to Play Store> Install 'Gemini'. If Gemini app cannot be downloaded, install the 'ChatGPT' app
- **Sign in with a Google Account:** After installing the app, open Gemini/ChatGPT. It will ask to sign in with a Google account. Ensure participant is logged in using her existing Gmail account. If they don't have a google account, please help them create it.

- **Set Preferred Language on the Phone:** Participants should have their preferred language pre-set on the Gemini/ChatGPT app. E.g. Hindi, Marathi, Gujarati, etc
 - Steps for Gemini: Go to the Profile icon on the top right corner of the screen> Click on Settings> Click on Languages> Choose preferred Language> Click on ‘Restart Gemini’
 - Steps for ChatGPT: Click on the top left corner of the screen (2 lines)> Click on profile name in the bottom left corner of the screen> Click on General> Click on Language> Choose preferred language
- **Microphone Permission Enabled:** Participants must allow microphone access on their phones so that they can use voice input
- **Product Photos:**
 - i. **Artisanal Cohort:** Participants are required to carry images of the products they create, saved in their phone gallery. This may include items such as paintings, crochet work, embroidery, home decor products, Dokra craft, etc
 - ii. **Digital Entrepreneurs Cohort (Basic and Advance):** Participants are encouraged, though not mandatory, to keep photos of the products they make in their phone gallery. These may include homemade items such as snacks, sweets, pickles etc., as well as photos of their service centres or shops (if applicable)
- Guide to setup Wi-Fi at the event venue will be provided; mentors will ensure connectivity
- Confirm registration status and **access passes for your entire group**
- **Collect and distribute coloured wristbands**
- **Share your phone number with your group;** save contact details of all PoCs (Annexure)
- Ensure all participants and volunteers **carry Aadhaar or valid government issued ID cards**

5.3 Checklist for Volunteers (at event venue)

- Ensure all participants in your group are with you at all times
- **In case any participant wants to use the restroom facilities, please ensure a volunteer present at the event venue (identified by hoodies/T-shirts with Tata logos) accompanies them**
- **Before you board your respective buses, please ensure all participants in your group are accounted for**

6. Annexure:

Key Contacts

Role	Name	Contact
Logistics Command Centre	Debadutta Bhattacharya	9871730070
Accommodation	Pratiksha Bedi	9250059667
	Subha	9723262025
Transport (in Delhi)	Cdr. Himant Hothi	7000269678
	Tarun Sharma	9999055005
Flights	Golda / Lina/Paramdeep	9250059670
	Lina	9250008264
	Paramdeep	9212235628

Trains/Bus	Devender Sahai	9810192581
	Cdr. Himant Hothi	7000269678
	Ashok Chauhan	8121470921
Security	KL Prasad	9870330111
	Santosh Pokku	8008266355
Helpdesk	Landline	011-69334658/34/57/54
	Subha	9723262025
	Asha Gusain	8130814540
	Chander	9540922474
	Pawan	9899069799
	Rahul Jha	8510814777

Hotel Guidelines

Do's

- Ensure Hotel Check-In Procedures are followed – participants need to keep their ID proof (Aadhaar, voter ID, etc.) handy. (any government ID which has an address).
- Ensure & enable participants to keep their rooms secure. Some basic guidelines to convey -
 - Always lock the door from inside
 - Use the door chain/bolt when someone knocks
 - Check through the peephole before opening the door
- Please always ask for help without hesitation - If you feel uncomfortable with anything, inform the volunteer and hotel staff immediately
- Ensure & enable participants maintain personal safety. Some basic guidelines to convey -
 - Keep valuables (money, jewellery) in a safe place.
 - Use hotel safe locker if available or keep the baggage locked.
 - Be aware of emergency exits and hotel floor layout.

Don'ts

- Ensure volunteers don't share personal details in any form. Some guidelines to convey -
 - Do NOT share phone numbers, home address, or travel plans with strangers or unknown staff.
 - Avoid telling outsiders which room you are staying in.
- Some other guidelines to convey to the participants –
 - Don't Leave Your Door Open - even if stepping out briefly (to get water, towels, etc.), close and lock the door
 - In case you need any assistance for using hotel facility, please connect with your respective volunteer or hotel reception.
 - Don't Accept Food or Drinks from Strangers - Consume items provided by the hotel only

Travel Guidelines

- Mandatory Documents to carry -
 - Valid Aadhar card
 - Confirmed ticket / booking reference
 - Late reporting may lead to denial of boarding
- Ensure all participants report 2 hours before departure at all Airports – Late reporting might lead to denial of boarding
- Check-in counter closes 60 mins before departure for all airlines (Air India, Indigo, Air India Express and Spicejet)
- Each participant can carry a maximum of 2 bags, check-in bags (to be deposited at airline check-in counters) and handbag (which can be carried in the flight) with the following guidelines -

	Allowed	Not allowed
Handbag	Max. 15 kg per passenger	Power banks, loose lithium batteries, e-cigarettes, cash & valuables
Check-in bag	1 bag up to 7 kg Approx. size: 55 × 35 × 25 cm Mobile, laptop, power bank, medicines, documents	Sharp objects, flammable items