Operations Task

1. I would try looking for 2 new rooms and when found, would assign a few members to be stationed on the 2 cancelled classrooms to help let the news about the change in rooms be known to the attendees and also post an email about the change in allotted venues.

If there are no 2 rooms free for use, I would shift the workshop for those 2 rooms to one of the few auditoriums that VIT has as each of them is big as 2 classrooms.

1. For food purposes, we could just call for food stalls to be managed by restaurant junctions like dominos, subways, etc. This wouldn’t comprise much of the budget.

**Sponsorship Tasks**

1. The most important thing when getting a sponsorship is to know your platform and the companies that match it.

Although each of the given companies can provide the club with sponsorship in the form of cash in return of some sort of advertisement, tech companies like IBM, Microsoft, Oracle, Digital Ocean, Dell, Coding Ninja and Vicara would have more of an effective advertisement fruits as their most of their target audiences would be part of the club’s events or the club members themselves.

1. According to a quick online search, it seems that instead of contacting to the sponsorship manager, contacting to the brand manager to get a sponsorship is a much better way to get it as they apparently have a relatively good authority, flexibility and budget to say ‘yes’ for a sponsorship.

Contacting each company would be pretty easy as information for their e-mail contacts are usually given at the bottom of the company’s websites.

I would approach them through a formally written e-mail concerning them of our club’s resources, motives and other roles.

**Content Task**

1. Date

Event Name

Club Name

Venue

Website link

Dear Sir or Madam,

We are pleased to inform you about our upcoming event <event name> and would be excited to see a sponsorship from your company.

The event is a web development event working towards bringing out a newer generation of web developers.

Throughout the event there will also be workshops to be held 1-3 days before the main event provided with a minimal fee. Such workshops will include all aspects of what contains a team of web developers.

The estimated audience is <> and the festival is to be announced two weeks from today, that would be on the 25th of December, which would contain a list of all our dear patrons and would be held on the 15th of January to the 25th.

There is no set cost to sponsor and any momentary or in-kind support would be of help. Should you wish to help this event, please give us a call at <phone number> or contact us at <emailid>.

We look forward to hearing from you. Thank you for considering his request.

Sincerely yours,

<>

3. (explaining AI to a5 year old)

From as long as humans have existed, we have tried to make our lives easier. Like how we tamed horses so we could use them as transport, or made houses so we could sleep comfortably in safety. From all these ideas and inventions, we are now in an earth where, we have stuff like air conditioners, water heaters, showers, cars, mobile phones, video games, etc to not only make our lives easier, but to also help entertain us, like how you have fun when you play a video game or watch your favourite TV show. As is and has always been, us humans always thrive to find stuff to make our lives even easier and comfortable, and so we started making robots, kind of like those from your tv shows. we have made drones that can deliver your packages and letters from one place to another. Now, you might remember Jarvis from Iron Man. If you remember clearly, he is not human, but he is still able act and talk just like a human. He is what we call an artificial intelligence or an AI. Artificial means something that is made by man, and intelligence is being able to think on your own, just like how you are right now. So, AI is a form of intelligence that is made by us humans to make our lives easier. How does it do that? If you remember clearly, Jarvis was a great help to Iron Man and in a similar way, an AI like that would much help to you wouldn’t it? It could help you with your homework or tell you when your favourite TV show is on or be someone to talk to when you are alone. So, you might realise now how much AI is useful to us.