

## **Contingent Leader Registration Manual**

*A contingent is a team of students from the same college, attending The Entrepreneurship Summit. They would be representing their college at all the events of E-Summit, 2019.*

- Contingent Leader will be the single point of contact. He/She will have authority to decide the team of his/her college for the competitions at E-Summit. His/her decision in this regard will be final.
- In a few competitions, only a limited number of members of the contingent (in the form of a team can participate).
- A contingent must have 7 members to qualify as a contingent.
- One college can have only one contingent.
- In any case breach of the code of conduct/involving disputes related to contingents, the decision of E-Cell IIT Bombay will be final.
- If necessary, E-Cell IIT Bombay would be providing the contingent leaders with a letter addressed to the Principal/Dean applying for leave on the days 18th January to 20th January 2019 although it doesn't confirm granting of the same

### **Why participate as a Contingent?**

- *The Contingent Leader will be awarded a Certificate of Appreciation on successful completion of their tenure.*
- At E-Summit, 2019, there would be a number of competitions where a contingent can represent their college. The sum total of points that they acquire in each competition would decide the overall winner.
- The top contingents get awards apart from certificates and prizes for individual events.
- A contingent will be favored to acquire accommodation at E-Summit 2019 over individuals.
- The accommodation arrangements at the IIT Bombay campus will only be handled by the Contingent Leader making the process that much easier for a participant.
- Every participant's permission to attend the events is handled collectively, thereby making the process easier for a participant.
- The entry fees for contingents is also hugely subsidized.
- The Contingent will represent their college for which certificates will be provided to the contingent. There will be competitions in which only contingent will be allowed.
- Workshops are conducted in teams - so they can always have their colleague as your teammate and trust us, learning is more fun in a group. Also, roaming

around the IIT Bombay campus and Mumbai with friends will undoubtedly be a cherished experience!

### **How to register as a Contingent?**

#### **Joining an Existing Contingent**

- If you wish to join an existing contingent, click “**Join an Existing Contingent**” option on the Registration Page and select your college from the list of displayed colleges. Information of the Contingent Leader will be displayed in the event of an existing contingent. You may contact him/her to add you to the Contingent.
- On the registration portal, the applicant will select “**Apply as a Contingent Leader**” option to register his contingent and apply for being a Contingent Leader.
- The applicant might choose from the list of displayed colleges, the college that he wishes to register. If the college, is not there, he might add his college selecting the ‘Others’ option.
- If the college already has a Contingent Leader, the information of the Contingent Leader will be shown to him/her. He/She might contact the Contingent Leader, to be able to join the existing contingent.
- If the college doesn’t yet have a Contingent Leader, he/she might complete the registration process and add Team Members to the contingent while registration or anytime after signing in to his account using the username and password allotted to him/her during registration.
- Once the account for the application of Contingent Leader is created, he/she might move on to get the Permission Letter signed by the concerned authority of the college to be eligible of becoming the Contingent Leader and upload it by signing in to his/her account. He/She will not be eligible for payment of all the Contingent members at a discounted rate until this step is completed.
- Please bear in mind, that in case of multiple applicants for Contingent Leader from the same college, the Contingent Leader would be selected in a first-cum-first-serve basis of signing the Permission Letter. Even after creating an account, the applicant will be rejected if somebody from their college submits the Permission Letter first.
- Once the Permission Letter gets signed and uploaded, he/she will be selected as the Contingent Leader for the college and he/she might proceed onto payment of all the Contingent Members at a discounted rate.
- If you are unable to upload the signed Permission letter, you can still register by making the payment but you wouldn’t be offered the Contingent Discount offers.

- He/She will not be eligible for the discounts until this step is completed. If there's a genuine reason for not getting the Permission Letter you may mail to [sumitra@ecell.in](mailto:sumitra@ecell.in) to override this step
- The registration discounts would be applied based on the number of Contingent Members while registration. Once paid, the Contingent Leader will be able to add more Team Members to the Contingent and a similar discount would be applied on them as during the initial payment.

### **Discount Structure for Contingent Registration**

*Individual Student Registration Fee- INR 350*

<b>Contingent Team Members</b>	<b>Discount</b>	<b>Registration Fee</b>
7 or more	29%	INR 250
20 or more	43%	INR 200
40 or more	57%	INR 150

### **FAQ-**

- How do I register my college as a Contingent?*
  - Go through **How To Register?**
- How to check if there's already a Contingent Leader from my college?*
  - Go to the **Sign Up** option under **Contingent Registration** and enter your college name from the list of the colleges option. If there's an already existing Contingent, the Contingent Leader Information will be displayed. You can contact him/her for adding you to the Contingent.
- Who are eligible for being a Contingent Leader? Should I need to be from the E-Cell Team?*
  - Anybody. If you are a student and if you have friends, we welcome you to apply as a Contingent leader.
- Isn't there any possibility that we can register as a Contingent without electing a Contingent Leader?*

- No. The reason that we encourage you to elect a Contingent Leader is the convenience of interaction of the whole team with E-Cell, IIT Bombay. This is just for the sake of simplicity. Other than that, in all competitions and activities, the Contingent Leader will be treated in the same way as the other members and no differential treatment is there.

*5. Is a Permission Letter needed from the College?*

- Yes. This can be signed by any relevant College Authority. You can still participate as a Contingent without the same. Only the discount prices will not be applicable to you in such a scenario. If there's a genuine reason of not getting the Permission Letter, you may mail to [sumitra@ecell.in](mailto:sumitra@ecell.in) and you might be allowed to override this step.