



# Indian Institute of Technology Guwahati

Guwahati – 781039, Assam, INDIA

## Auditorium/Mini Audi/Conference Hall Booking Form

Hall Required	Dr. Bhupen Hazarika Auditorium <input type="checkbox"/> Mini Auditorium <input type="checkbox"/> Conference Hall <input type="checkbox"/> No. of Conference Hall required (Out of 4): .....		
Name of the Indentor	Prof./Dr./Mr./Mrs.:		
Department/Section/Centre			
Designation			
Date & Time	From		To
	Date		
	Time		
Purpose of Booking			
Facilities Required Please Tick (v)	1	LCD Projector/PC/OHP Projector	
	2	Tie Pin/*Cordless microphone/microphone with stand/extra microphone without stand.  * The indentor is requested to contact EE/AEE/AE/JE (Electrical) well in advance for finalizing the requirement related to PA System which includes * procurement likes dry cell (9 volts)	

Counter Signature of Dean/HOD/HOS/HOC

Signature of the Indentor with date

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### For Office Use

<b>Hall Allotted</b> Dr. B Hazarika Auditorium Mini Auditorium Conference Hall (Conf. Hall No.....)	From		To
	Date		
	Time		

Office Note:

Approval of the Director/Dy. Director/ Registrar

Signature of AR (Estb.)

Date: \_\_\_\_\_

CC: a. EE (Electrical) : Requesting for necessary logistic arrangements  
b. In- Charge, Maintenance Section : Requesting for necessary logistic arrangement