

**Committees to look into the logistics of "Indo-US Symposium on methodology of research in Indian systems of Medicine" on 8-9 December, 2010 at The Atria Hotel, Bengaluru.**

**Reception and coordination**

1. Dr. M.A. Jafri, Director NIUM -9986230377
2. Dr. Y.S. Bedi, Scientist, IIM- 9419182307
3. Prof. Shakir Jamil, D.G. CCRUM -9873112115
4. Dr. S.K. Sharma, Advisor (Ayurveda), Dept. of AYUSH - 9868400224
5. Dr. Khalid M. Siddiqui, , CCRUM- 9810161758

**Reception and Coordination Committee** will be responsible for receiving the guests and overall arrangements.

**Accommodation committee (Hotel Atria)**

1. Dr. Pradeep Kumar, CCRUM, 09810135059
2. Dr. Pawan K. Yadav, CCRUM, 09811150865

**Accommodation Committee (Hotel Atria)** will be responsible for providing accommodation to guests staying at Hotel Atria.

They will keep itinerary of guests staying at Atria.

Accommodation at Atria hotel will be arranged for three days only however accommodation to few foreign guests will be arranged for additional days also.

Thirty standard and 10 Deluxe rooms booked

**Team A (For Foreign Delegates)**

Escorts (Team A) attached to foreign guests will be responsible for receiving guests from airport and escort them to Hotel Atria. They will keep itinerary of foreign guests. (one escort for one guest) They will report to Dr Pawan Yadav for allotment of accommodation at Atria.

- Dr. Ikhlas Ahmad Khan      Dr. Farhan, NIUM      Mob. 09538232607
- Dr. Laryy Walker              Dr. Athar, NIUM              08088361400
- Dr. Shahil Shareef              Dr. Faiyyazuddin, NIUM      09880374647

- Dr. Hazra Muthu                      Dr. Aarish Sherwani, NIUM 09448794691
- Dr. Joseph M. Betz                      Dr. Quamri, NIUM                      09341072974
- Dr. Floyd S. Chilton                      Dr. Shariq Shamsi, NIUM                      09343567003
- Dr. Troy Smille                      Dr. Amirullah, NIUM                      09886732248
- Dr. M. Rajen                      Dr. Najib, CRU, Bangalore
- Vehicles for Escorts teams for receiving guest will be provided by Dr. M. A. Jafri from NIUM approved agency or MERU.
- Volunteers are advised to prepare placards for display at the airport.
- Volunteers attending foreign guests are also advised to get itinerary of their respective guests from Co-ordination room. (Dr M. Nawab contact Number 09716402651)
- Volunteers will receive guest with small bouquets

### **Team B (For National Delegates)**

- Team B attached to national guests will be responsible for receiving guests from airport and escort them to Hotel Atria. If the itinerary provided by the guests (As yet itinerary of guests has not been finalized). They will keep itinerary of national guests. They will report to Dr Pawan Yadav for allotment of accommodation at Atria
- Dr. Haseeb Ansari, NIUM, Bangalore
- Dr. Tanzeel Ahmad, NIUM, Bangalore                      09448347809
- Dr. Abdul Nasir Ansari, NIUM, Bangalore 09379165162
- Mr. Shafiq Ahmad Sareef, CRU, Bangalore
- Vehicles for Escorts teams for receiving guest will be provided by Dr. M. A. Jafri from NIUM approved agency or MERU.
- Volunteers will prepare, placards for display at the airport. Volunteers attending guests are also advised to get itinerary of their respective guests from Co-ordination room. (Dr M. Nawab contact Number 09716402651)

### **Transport committee (at Hotel Atria)**

1. Dr S Nazeeruddin, CRU, Bangalore 09448012994
2. Dr Pradeep Kumar                      09810135059
3. Dr Fayyaz , NIUM                      09880374647
4. Dr Raisuddin, NIUM                      09731278150
- 5.

### **Transport Committee (Hotel Atria)**

**They will hire vehicles according to need from Hotel Atria other than those required for receiving delegates (foreign and national)**

### **Accommodation and Transport (at NIUM)**

1. Shri Vidya Shankar, Dy. Director NIUM
2. Dr. Abdul Wadood-NIUM 09916608881

**They will hire two 30 seater buses and car (if needed) for transportation of the guests staying at NIUM to Hotel Atria.**

### **Registration Committee**

1. Dr. Khalid Mehmood Siddiqui, CCRUM 09810161758
2. Dr. M. Nawab, CCRUM 09716402651
3. Dr. Zar Nigar,, NIUM 09986673771

**Registration Committee** will be responsible for registration of delegates, their stay information at Hotel Atria, distribution of conference kit etc. They will also keep itinerary of guests.

Registration of media people will be taken care of by Dr. Ranjit Puranik and Mr. Mehr Alam Khan

**Kit material** (Delegate badges, Invitation card, Dinner card, slip pad, ball pen , programme, abstract book, Unani Medicine in India, Scientific Validation book, latest issue of Hippocratic journal, CD Unani Pharmacopoeia plus any research material provided by Dr. S. K. Sharma).

### **Stage & Hall Management**

1. Dr. Ranjit Puranik 09820072273
2. Prof M A Jafri, NIUM 09986230377
3. Dr. Y.S. Bedi, Scientist, IIM 09419182307
4. Dr. Ruhi, NIUM 09448227053

**Stage Management Committee** will take care of the stage arrangements, flowers, announcements, time keeping of the sessions.

Arrangement of audio, visual, and flowers decorations, back drop, banners, photography will be made by Dr. Ranjit Puranik through the agency hired by WAC (F5 Events and Services Pvt. Ltd.) (Ms. Archana Singh – 09611896669, Sh. Sharat Chandra – 09980104555)

Backgroup will be similar to the title of the flyer

## Food Committee

1. Dr Ziauddin Ahmad, CCRUM 09711120512
2. Dr. M. Anwar, -NIUM 09620141291
3. Dr. Ruhi Zaman-NIUM 09448227053

**Food committee** will be responsible for food arrangements with the hotel staff including items of the lunch, breakfast, dinner and related arrangements, quantity, menu and timings from 7<sup>th</sup> to 10<sup>th</sup> December 2010 etc.

Menu has been finalized

### Food schedule for participants

No. of Breakfast on 8<sup>th</sup> and 9<sup>th</sup> December 2010 (Breakfast will be provided by hotel to the guests staying at hotel Atria on complementary basis. Breakfast for guests staying at NIUM will be arranged at Buffet in Hotel Atria. No. of guests will be given by NIUM)

No. of Lunch on 8<sup>th</sup> for 200 persons and on 9<sup>th</sup> December 2010 for 175 persons finalized

Dinner on 8<sup>th</sup> December 2010 -200 finalized

Guest staying at Atria hotel will also be served food as per their arrival and departure (from the hotel) other than above x 3 days.

**Hotel staff food arrangement Ms. Poornima -09036152382**

**Mr. Vinay - 09341175778**

<b>Press/Media</b>	<ol style="list-style-type: none"><li>1. Dr. Ranjit Puranik 09820072273</li><li>2. Mr. Meher-e-Alam Khan 09810606784</li></ol>
<b>Proceeding Committee</b>	<ol style="list-style-type: none"><li>1. Mr. Mehr Alam Khan 09810606784</li><li>2. Dr. Jalis Subhani 09818645822</li><li>3. Dr. Farha 09810506852</li></ol> <p>Proceeding committee will collect information from the Rapporteur. The same Committee will also prepare text for summary of presentations / recommendation for concluding session.</p>
<b>Medical facility</b>	<p>An emergency kit will be available in the Coordination room with</p> <ol style="list-style-type: none"><li>1 Dr Pawan Yadav 09811150865</li><li>2 Dr Pradeep Kumar 09810135059</li></ol>

**Co-ordination room**

1. Dr Khalid M Siddiqui
2. Dr M Nawab

**Co-ordination room****Requirements of Co-ordination room**

2 computers/Laptops, printer, stationary, office material

**Personnel required**

computer assistant- Mr. Sikandar & Mr. Tariq 1

Messenger-4 Mr. Habib, CRU, Mr. Tanvir, CRU, Mr. Samiullah, NIUM