

SOP: Conference Accommodation Management

1. Purpose

This protocol outlines the procedure for requesting and managing on-campus housing for conference participants. These guidelines ensure a transparent and fair allotment process based on the availability of rooms.

2. Accommodation Categories & Eligibility

On-campus accommodation is available in a **limited number** within the IIT Indore campus. These units will be **allotted on a first-come, first-served basis to registered participants** according to the following categories:

- **Single Room (TEQIP hostel rooms):**
 - Preference will be given to Faculty Members and Postdoctoral Fellows.
 - **Shared Accommodation:**
 - Available for participants such as students and research scholars.
-

3. Application Procedure

- **Booking Method:** All requests must be submitted exclusively through the provided **Google Form**.
 - **Availability:** Since on-campus accommodation is limited, allotment is strictly subject to availability at the time of form submission. Filling out the form does not guarantee a room.
 - **Confirmation:** A formal confirmation will be sent via email once the allotment is finalized based on the submission timestamp and category priority.
-

4. Payment Terms

- **On-Site Payment:** Payment for accommodation is not required at the time of the online request.
 - **Settlement:** The full payment for the stay must be made at the **time of check-in**.
 - **Receipts:** Payment receipts will be issued by the respective hostel administration upon settlement.
-

5. General Guidelines

- **Check-in Requirements:** Guests must present a valid government-issued photo ID and their conference registration details at the hostel reception.

- **Capacity Limit:** Once the limited on-campus capacity is reached, the Google Form will be closed. Participants who are unable to secure on-campus housing will need to make their own arrangements for off-campus lodging.
-

6. Contact Information

For any specific queries regarding your allotment or arrival timing, please contact the **Accommodation Committee** at icamm@iiti.ac.in