



FTK-Centre For Information Technology
Jamia Millia Islamia, Jamia Nagar - 110025
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WebEx Service Booking

Name of the Department/Centre/Office:

Title of the Event:

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Name of the Sponsoring Agency:

Name of the Program Coordinator

Email Id: **Mobile Number:**

Program Schedule

Date	Start Time	End Time	Comma separated Names/Email IDs of the Resource person(s)

*Use additional sheet if required

Name and Email id of the technical host:

Proposed date & time for dry/test run (If required):

Names with Email ids of persons who would attend the test/dry run.

Following documents have been attached:

1. Copy of the approval of the Vice Chancellor in respect of conduct of program.
2. If support from sponsoring agency is available, attach receipt of Rs./- to be deposited in account **"Hiring Charges for FTK-CIT Conference Hall"**.

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 Signature with seal
 Name of the Head of the Department/
 Director of Centre