



Indian Institute of Technology Kanpur
Office of Outreach Activities

OOA Seminar Room Booking Form

1. **Activity (Course/Workshop/Seminar/etc.)** : _____

2. **Coordinator's Name:** _____

3. **Duration** : From _____ To _____

4. **Booking Date** : From _____ To _____

5. **Timing** : From _____ To _____

6. **Charges (Tick on Appropriate category):**

a. Category 1 (2000/day)

b. Category 2 (3000/day)

7. **Payment:** Project No. _____ Amount _____

8. **Contact Person Name:**

9. **Contact Person's Mobile Number:**

Course Coordinator

Approved by

Senior Superintendent (S.G.), OOA

Category 1- OOA Approved Activity

Category 2- Others

Room Capacity: 40 Persons