

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 7th to 10th December 2010 etc.

Menu has been finalized

Food schedule for participants

No. of Breakfast on 8th and 9th 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 8th for 200 persons and on 9th December 2010 for 175 persons finalized

Dinner on 8th 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

Press/Media	<ol style="list-style-type: none">1. Dr. Ranjit Puranik 098200722732. Mr. Meher-e-Alam Khan 09810606784
Proceeding Committee	<ol style="list-style-type: none">1. Mr. Mehr Alam Khan 098106067842. Dr. Jalis Subhani 098186458223. Dr. Farha 09810506852 <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>
Medical facility	<p>An emergency kit will be available in the Coordination room with</p> <ol style="list-style-type: none">1 Dr Pawan Yadav 098111508652 Dr Pradeep Kumar 09810135059

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