



## Venture Center

### Policy for Workshops at Client Locations

(Version: 21 Jan 2014)

**1. PURPOSE:** The purpose of this policy is to provide the framework for decisions relating to workshops and training programs (or comparable event) organized by Venture Center at client locations.

#### 2. DEFINITIONS AND KEY CONSIDERATIONS:

A. Client: Organization requesting the workshop or training program or comparable event at their location.

B. Topics of interest: The Venture Center may have interest and capability for organizing workshops/ training programs/ events on the following themes:

- Entrepreneurship, new venture creation, business planning
- Intellectual property
- Technology development/roadmaps, technology commercialization, Innovation management
- Technology and innovation policy and strategy
- Financing of technology and ventures
- Markets and industry overviews, summaries
- Techniques, methods of use to students and professionals in industry sectors on which Venture Center is focusing (materials science/ polymers, biotech/biomed/ biomass, electronics) and building networks
- Other topics of use and interest/ use to our incubatees and networks (entrepreneurs, inventors, investors, etc)
- Topics that enhance the visibility of Venture Center amongst our stakeholders
- Occasional other topics as approved by Director In Charge/ MD, Venture Center

C. Quality/ substance/ content of events: Venture Center shall maintain certain standards of quality/ substance in its events. Venture Center events aim to serve the purpose of providing inspiration, giving useful information, providing access to experts and their experience/ insights and building networks. All events need to be substantial in delivering on these aims.

D. Background/credibility of other organizers: Venture Center shall only work with and support non-controversial persons/ organizations with views/ agendas/ track records/ behaviors that are broadly acceptable in society. Venture Center normally does not work with people or organizations with religious, political or other sectarian affiliations.

#### 3. RESPONSIBILITIES

##### A. RESPONSIBILITIES OF VENTURE CENTER

- Workshop design



- Identifying faculty
- Content development for workshop
- Handout/ courseware development (if applicable and only as agreed)

#### B. RESPONSIBILITIES OF THE CLIENT

- Training room/ venue
- Audio-visual arrangements
- Advertisements, flyers, information sheets (if applicable)
- Publicity, marketing, websites, tele-enquiries (if applicable)
- Registration, ticketing, talking to potential participants (if applicable)
- Collecting fees, managing accounts, F&A, admin (if applicable)
- Handouts/ courseware finalization and production (if applicable)
- Stationary supplies, delegate kits (if applicable)
- Tea/coffee/snacks/ lunch
- Venue for food, tea/coffee, snacks
- Certificates (if applicable)
- Course evaluations, feedback
- Photography, online photo album (if applicable)
- Restricted website (if applicable)
- Mailing list (if applicable)

#### C. OTHER OBLIGATIONS OF THE CLIENT

- All publicity materials/announcements via all media must mention Venture Center as the “Knowledge Partner”
- The organizer/ client should keep aside a 2 min slot in the beginning to allow Venture Center to briefly introduce activities and programs of Venture Center.
- Venture Center reserves the right to place its nomadic banner at the venue.
- Venture Center reserves the right to announce the event via one of its websites.

#### 4. PROCESS

- Contact the following with your request  
Ms Lipika Biswas  
Venture Center  
[eventsdesk@venturecenter.co.in](mailto:eventsdesk@venturecenter.co.in)  
Phone: +91-20-25865877
- A meeting will be organized by the Events Desk with the Technical Team to understand the proposed scope and contents of the workshop/ training program. The workshop outline is developed in collaboration with the client.
- Client expresses interest in the Program outlined, acknowledges having read the “Policy on Workshops at Client Location” and authorizes Venture Center to raise an invoice.
- Client makes advance payment to seal the contract.



## 5. PRICING MODELS

	In greater Pune region		Outside greater Pune region	
	Client/organizer in a for-profit entity	Client/organizer in a <b>non-profit</b> entity and Incubatee companies	Client/organizer in a for-profit entity	Client/organizer in a <b>non-profit</b> entity and Incubatee companies
Faculty team involves Venture Center staff only	Rs 11,000 per every half day	Rs 8,000 per every half day	Rs 11,000 per every half day <b>PLUS</b> Mutually agreed reimbursement of travel/ stay/ food of faculty.	Rs 8,000 per every half day <b>PLUS</b> Mutually agreed reimbursement of travel/ stay/ food of faculty.
Faculty team includes senior mentors/advisors	Rs 22,000 per every half day	Rs 16,000 per every half day	Rs 22,000 per every half day <b>PLUS</b> Mutually agreed reimbursement of travel/ stay/ food of faculty.	Rs 16,000 per every half day <b>PLUS</b> Mutually agreed reimbursement of travel/ stay/ food of faculty.

### NOTES:

- Greater Pune region = Within 50 km from Venture Center
- Non-profit entity: Registered as a public trust, charitable society or Section 25 company.
- Senior mentors/ advisors = Scientist or Assistant Professor or equivalent, and senior.
- Unlimited number of participants can attend the workshop/training program/event.
- Venture Center's training materials are proprietary to Venture Center and cannot/ should not be reproduced without permission.
- Venture Center faculty may or may not be able to share soft copies of their presentations with the audience and organizers. This shall be the individual faculty member's decision.
- This policy does NOT apply to situations where the workshops need to be heavily customized or the content is absolutely new or content development involves considerable investment of time and efforts.
- All payments are to be done in advance
- Payments are accepted in the form of at par cheque or DD or online transfers
- All payments to be done in the name of "Entrepreneurship Development Center". (Kindly note spelling!)