

## Venture Center

### Policy for Workshops at Client Locations

(Revised on: 28<sup>th</sup> March, 2023)

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

#### 2. DEFINITIONS AND KEY CONSIDERATIONS:

- A. Client: Organization requesting the workshop, training program or comparable event at their location.
- B. Topics of interest: Venture Center may have interest and capability for organizing workshops/ training programs/ events on the following themes:
- Entrepreneurship, Ideation, Innovation.
  - Intellectual Property.
  - Technology Development/Roadmaps, Technology Commercialization, Innovation management.
  - Financing of Technology and Ventures, Funding Opportunities and Grant Writing.
  - Technology Transfer.  
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.
  - Advisory/ Mentoring Clinics for Innovative Ideas at the Host Institute.
- 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)  
Mobile: +91-9156465137

- 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 Pune Region  | Outside Pune Region   | Online Mode  |
|---------------------------------------|---|---|--------------|
| Talk<br>(90 minute session)           | Rs. 10,000/-  | NA  | Rs. 5,000/-  |
| Half a day<br>(2 x 90 minute session) | Rs. 17, 000/-<br>Inclusive of transport   | Rs. 50,000/-<br>Travel, Transport, Accommodation and Food charges are not included. Extra based on actuals. | Rs. 10,000/- |
| Full day<br>(4 x 90 minute session)   | Rs. 32,000/-<br>Inclusive of transport<br>Food not included.<br>Extra on actuals. | Rs. 90,000/-<br>Travel, Transport, Accommodation and Food charges are not included. Extra on actuals.       | Rs. 20,000/- |

From time to time, Venture Center announces special offerings based on grants raised or philanthropic support. Ask our team for current offers.

This pricing is applicable only for Academic Institutions/ Research Organizations. Organizations that do not fall in this category can reach out to us for the pricing.

**NOTES:**

- Non-profit entity: Registered as a public trust, charitable society or Section 25 company.
- 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!)