होटल एवं प्रबंध संस्थान INSTITUTE OF HOTEL & TOURISM MANAGEMENT म दयानंद विश्विट - रोहतक

MD UNIVERSITY - ROHTAK

Fact Sheet

Conference Hall:

- Seating capacity: 175 PAX
- Banner Size: (L*B) (152 inches 22 inches)
- Facilities: Air Conditioned Conference Hall, Public Addressal System on all seats, nearby well equipped washrooms (for Male /Female and Differently abled), Cushioned Elegant Chairs)

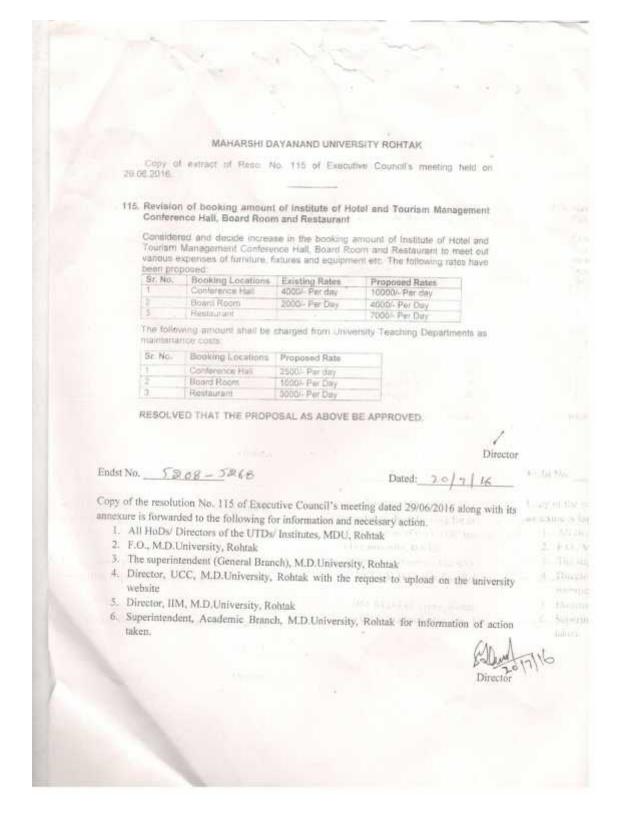
Board Room:

- Seating capacity: 75 PAX
- Banner Size: (L*B) (48 inches 48 inches)
- Facilities: Air Conditioned Board Room, Public Addressal System on all seats, nearby well equipped washrooms (for Male /Female and Differently abled), Cushioned Elegant Chairs, Wall Mounted LCD TV for presentations.

Smart Room/ Class Room:

- Seating capacity: 90 PAX (Class Room Style)
- Banner Size: (L*B) (72 inches 48 inches)
- Facilities: near by sensor system equipped washrooms, Tripple Seater Dual Benches, Wall Mounted LCD TV with provision of connection with laptop for presentations.

For Reservations Contact: Office Director IHTM MDU Rohtak. 01262 393370/71/72 dir.ihtm@mdurohtak.ac.in / office.ihtm@mdurohtak.ac.in



This is for your kind information that vide resolution No. 115 of EC meeting held on 29/06/2016 there are certain charges for the same. Details are as attached herewith. Therefore, in view of above, it is requested that availability of Conference Hall/Board Room may please be first ascertained from the office of IHTM and upon confirmation of availability on the said date the receipt from University Cash Counter may be sent along with booking request to Director IHTM.

IHTM CONFERENCE HALL/ BOARD ROOM BOOKING FORM

Please complete all sections and e-mail to: <u>dir.ihtm@mdurohtak.ac.in</u> and <u>office.ihtm@mdurohtak.ac.in</u> in order to confirm your booking

Contact Official Name:		
University Teaching Department/ Others/ Outside MDU Organisation:		
Address:		
Telephone Number:		
E-mail address:		Signature:
Date of event:		
Brief purpose of meeting:		
Time of event - from:	to:	
Number of delegates:		
The banners should be of to nails in furniture and walls Please note that we don't Room/ Smart Class Room. To comply with Fire Safety R	the sizes as men for flowers and t allow Food/ regulations, all gro r guests about fir	Refreshments in Conference Hall/ Board pups/organisations using this facility must ensure e fighting systems installed in IHTM and Fire/
Office IHTM: Available on the	said Date and Slot:	Regret:
Permitted by Director: Payment of Charges by Booking	y Team at Universit	Permitted by University Authorities
Receipt No: Please Note: The above facilities Cash Counter.	Amount: s shall be only made	Date of Payment: e available after booking charges paid at University
Completed form received from o	elient 🗆	Entered in Register/ Record File □
Office Assistant IHTM		Cost breakdown: (If Any)