Dear Sir/ Madam,

First of all we would like to express our sincere thanks for having accepted our invitation as faculty of VEDH-Latur to be organised on 22<sup>nd</sup> January 2017. As conveyed earlier the theme of VEDH 2017 is "*Offbeat*" with a tagline (in Marathi) ".....*rang maza vegla*".

Dt.14th Dec.16

To have a holistic idea about the whole process of pre and on spot preparations of the event we have hereunder summarized certain points for your consumption and kind consideration:

- After receiving acceptance from all the invitee faculties, process of designing of format of the conference is undertaken under the guidance of Dr. Anand Nadkarni.
- ➤ The event is being organized in a descent, closed air conditioned auditorium with excellent audio-visual facilities which usually begin at 9.30am. Each faculty will be interviewed for 60 minutes approx.
- Now VEDH is established as a annual flagship event at this center and everybody is waiting for the formal announcement of the same, as such we use to release a broacher / booklet in a press conference and the same is being circulated approx three weeks before the event.
- Entire audience (1200 plus) is provided with booklet which consist all about the theme and the faculty as such we expect from each faculty to forward us his/her brief profile, a note on projects & achievements, 2-3 high resolution photographs (of which one should be of front view), scanned autograph and a message or most liked quotation relevant to the theme in max 2-3 lines)
- As part of preparation of a session we use to collect available/ published data, visuals about the profile/ achievements of faculty and based on this Dr. Anand Nadkarni use to interact with each and every faculty over telephone/mail. This interaction will take place approx 10-15 days before the date of event.
- ➤ On the basis of available data as also the personal interaction with the faculty, Dr. Nadkarni prepares a broad questionnaire for open interview of the faculty and the same is made available to the faculty at least a day before the actual session.

- > Since half of the audience is consist of adolescents, a interactive session supplemented with visuals has got a far reaching impact and great receptivity. With this past experience we request you to make available visuals and forward the same to us in advance so as to design the session effectively.
- ➤ Last but not the least, we would like to know about your preferred travel plan. On receipt of your reply we will finalize the same.

Awaiting your response at earliest please.

Thanking you,

Yours sincerely,

(**Dhananjay Kulkarni**) Convenor.

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