

BIDA-2024 - International Conference on Business Intelligence and Data Analytics

Organized by RV Institute of Management (RVIM), Bangalore, India Technically Sponsored by

Soft Computing Research Society April 06-07, 2024 - Roles and Responsibilities

Sl No.	Members	Role	Responsibilities
1.	Dr. Purushottam Bung Dr. Noor Firdoos Jahan Dr. Jagdish Chand Bansal Dr. Abhishek Verma Prof. Dieu Hack-Polay Dr. Mukesh Saraswat Dr. Sandeep Kumar Dr. Harish Sharma	Core Committee/ Overall Coordination	<ul style="list-style-type: none">• Marketing of Event• Ambassadors of the event, establishing agendas and timelines, and completing the call for papers and peer review process• Identifying the Resource persons• Making technical arrangements for presentation• Correspondence with the authors• Coordination with all the committees• Online Author Registration• Preparing the Scheduled of Conference.
2	Ms. Soumya D S Ms. Uma Sharma Ms. Pooja Ravindra Takalkar Kiran and Lakshmi A Puttaraju and Geetha	Arrangements for Inauguration and Valedictory Programme	<ul style="list-style-type: none">• To prepare the program schedule, and prestographs for the inaugural and valedictory function.• To arrange the photo and lighting of the lamp.• To arrange for the bouquets, flowers, water bottles, scribbling pads, pens etc.
3	Mr. Majunath S K Ms. Payal Jindal	Reception and Hospitality	<ul style="list-style-type: none">• To make necessary preparations and arrangements for receiving the guests, plenary session Speakers, and technical session chairpersons.• To make the necessary arrangements for serving them the snacks.
4	Dr. Anupama K Malagi Ms. Ramya S Mr. Chethan Kumar Mr. Shiva Kumar Ms. Mamatha	Food and Refreshment Arrangements	<ul style="list-style-type: none">• To prepare a menu list for the breakfast, lunch and snacks for the guests, delegates and others participating in the conference.• To identify the caterers and seek quotations from them.• To plan the venue and make necessary arrangements for the same.

5	Mr. Majunath S K Ms. Payal Jindal Lakshmi R	Mementos for the guests and Conference Kits	<ul style="list-style-type: none"> To identify the vendors and seek quotations from them. To arrange for conference kits with scribbling pads, pens, abstract CDs and other necessary items.
6	Dr. Tamizharasi D Dr. Anupama K Malagi Dr. Padmalini Singh Mr. Shoiab Ahmed Khan	Keynote session 1 Keynote session 2 Keynote session 3 All Keynote sessions	<ul style="list-style-type: none"> To introduce the speaker and request him to start the session Vote of thanks and collecting mementos for the speaker
7	Mr. Nagasubba Reddy All technical staff along with the SCRC team	Arrangement for Technical Sessions	<ul style="list-style-type: none"> To identify the rooms for technical sessions and make necessary seating arrangements. To coordinate with the technical support committee for other technical arrangements.
8	Dr. Anupama K Malagi Dr. Tamizharasi D Dr. Padmalini Singh Dr. Santhosh M Dr. Jahnavi Dr. Vinay KS Dr. Somnath Bhattacharya Mr. Mithun DJ (two session) Dr. Rashmi Shetty Ms. Kiran Ms. Lakshmi A Ms. Ramyashree.S Ms. Geetha	Technical Session Coordinators and Co-Chairs	<ul style="list-style-type: none"> To prepare the judgment sheets for evaluating the paper presentation. To collect the profile of the technical session chairpersons, mementos and handing over to the room coordinators. To identify the students to be the audience and guide them accordingly.
9	Mr. Mr. Manjunath S K Mr. Subbarayappa Mr. Shiva Kumar Mr. Manjunath L Mr. Mathias Mr. Kumar ST Ravi Kumar	Logistics	<ul style="list-style-type: none"> To arrange for logistic support as required by the Guests. To look after and co-ordinate for security arrangements, Power and Parking.

10	Dr. Vinay KS Mr. Manjunath S K Ms. Rashmi Shetty Ms. Anitha. B. M D'Silva\ Mr. Shridhar Mr. Ashok Reddy Borashetty	Medical Facilities Media & Publicity Photography	<ul style="list-style-type: none"> • To provide assistance for lodging and boarding facilities to the delegates if required. • To provide logistics facilities to the guests if required. • To identify and contact the doctors, hospitals, ambulance in case of emergency requirements. • To arrange first aid kit with all necessary items. • To send invitations to the media persons for awareness and publicity of the programme. • To arrange for a photographer for the conference. • Printing of Banners and Flux and certificates and ID Cards for Delegates.
11	Mr. Nagasubba Reddy Mr. Manjunath N Mr. Ashok Reddy Mr. Rajanna	Technical Support	<ul style="list-style-type: none"> • To arrange for the mics and check their functioning. • To arrange computer systems for the presentation at different rooms, seminar hall for inauguration and valedictory in hybrid mode • To support the delegates in uploading the PPTs in the computer and assist during their presentations. • To record the audio of Inauguration, Plenary sessions and Valedictory programmes of the conference.
12	Ms. Ankita Shrivastva Mr. Sujana and Lakshmi R Rajamma	Venue Decoration	<ul style="list-style-type: none"> • To plan for the decoration of the venue and make necessary arrangements for the same.
13	Ms. Pooja Takalkar Ms. Ankita Shrivastva Dr. Noor Firdoos Jahan	Report and Documentation	<ul style="list-style-type: none"> • To prepare a report on the conference and documenting the same.
14	Prof. Ankita Shrivastva and Ms. Anupama SM and	Registration Committee	<ul style="list-style-type: none"> • To register Author and issue Kits and ID Cards.

Director