



INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDA, Govt. of India)

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Dear all the Zonal /Chapter /Unit Council Members

Date: 21.10.2015

Re: Guidelines for the conducting of Seminars/ Training Programmes

The following guidelines are issued by the Central Council for the smooth conduction of the Training programmes which are to be followed in true spirit for the success of the programmes.

- Request for approval of the training programme has to be sent 45 days prior to the date of programme and in exceptional cases at least not less than 30 days prior to the programme furnishing all the details in the application form (Form available on website)
- The programme should be approved by Zonal Council and also the corresponding Zonal Incharge/s (Central Council Member/s).
- The brochure should be accompanied along with the Request form.
- The No. of Hours of credits accrued has to be mentioned in the brochure.
- Only one observer per classroom will be allowed. The Name of the Observer has to be recommended by the Zone which has to be approved by the Central Council.
- **All the expenses henceforth including faculty and stationery expenses are to borne by the training organising committee. No reimbursement of expenses will be entertained by IIISLA.**
- Information of the dress code in the brochure
- Registration will not be extended beyond the approved no. of members.
- The details of the Participants should be sent to admin office in EXCEL FORMAT 15 days prior to the date of the programme (as per below) so as to enable us to send the Training Programme Certificates to the Venue/Organisers;

Details of the participants registered for the training session in (Department) conducted on (date) at (place)

S.No.	Name of the participant	Membership No.	SLA No.	Mobile No.	Email ID	From (Place)
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The following documents should be sent to Admin Office within 10 days (at least not more than 15 days) of the completion of the programme.

- Attendance Sheet of the participants in excel format duly signed by the Organising committee and Observer
- Certificate's of the Members who were absent for the training programme
- Income and Expenditure statement of the Training programme
- Photographs and videos if any pertaining to the programme
- Study material soft copy which was issued to the participants

We request to take note of the guidelines and inform all the concerned about the same for successfully organising the Training programmes.

With regards

Manager (Admin)

By the order of President (IIISLA)