

Venture Center

Policies and guidelines for

Workshops and Training Programs Organized or Co-organized by Venture Center

Date: 7 March 2015

Purpose of this document

This document lays out the policies and guidelines with respect to workshops and training programs organized by Venture Center for the benefit of informing organizing staff, faculty and other participating organizations.

Focus areas

The Venture Center proposes to organize or co-organize workshops and training programs with the following themes:

- Entrepreneurship, new venture creation, business planning
- Intellectual property
- Technology development/roadmaps, technology commercialization, Innovation management
- Technology and innovation policy and strategy
- Financing of technology and ventures
- Markets and industry overviews, summaries
- Popularization of science, technology, inventions amongst school children and youth.
- Techniques, methods of use to students and professionals in industry sectors on which Venture Center is focusing (materials science/ polymers, biotech/biomed/ biomass, electronics) and building networks
- 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

The Venture Center may provide infrastructural support to other events but may choose to not participate as an organizer.

Purpose of workshops and training programs

In keeping with its non-profit nature and charitable objectives, the Venture Center's goals in organizing workshops and training programs are (in order of priority):

1. Create awareness and provide learning opportunities; Inspire, Inform and educate participants; Skills development
2. Help build networks for itself and its various stakeholders
3. Build visibility, support and interest for Venture Center and its programs amongst its various stakeholders
4. Revenue for Venture Center to plan and organize more such programs.

Pricing

The Venture Center prices its workshops and training programs in the backdrop of the following guiding principles:

- Workshops and training programs must have a fee (however, small) to ensure that the participants signing up are serious and value the program. “Last minute no shows” are demoralizing for the organizers and faculty.
- The fees shall be layered so to make it attractive and affordable to all kinds of participants. Typical fee categories are as follows (details shall be decided and announced for each event separately):
 - Medium and large enterprises
 - Micro and small enterprises
 - Individuals
 - Non-profit organizations
 - Students with valid ID card
 - Students from LIG category
- The fees shall also be discounted for specific categories of stakeholders of Venture Center, such as for example:
 - Incubatees of Venture Center
 - Investee companies and Lab2Mkt companies of Venture Center
 - NCL students and staff
 - Members of VC Library/ NCL-TEC/ IPFACE/PIN etc
- The pricing will be decided (and modified as needed) to ensure:
 - As many people as possible benefit from the event
 - The prices minimally cover the “cash costs” incurred in organizing the event

Models of engagement with faculty and content providers

Most of our workshops begin by identifying a “Lead or Anchor Faculty” who shall help design the workshop, serve as “Workshop/ Program Director” and help in identify supporting/contributing faculty.

Responsibility/contributions	Responsibilities of Venture Center Events Desk	Responsibilities of Faculty/ Content Providers
Workshop design	Partly	Mainly
Identifying supporting faculty	Partly	Mainly
Content development for workshop	Partly	Mainly
Training room	Yes	No
Audio-visual arrangements	Yes	No
Advertisements, flyers, information sheets	Yes	No
Publicity, marketing, websites, telephone calls	Yes	Typically, No Yes in Model 3.
Registration, ticketing, talking to potential participants	Yes	No
Collecting fees, managing accounts, F&A admin	Yes	No
Courseware development	Partly	Mainly
Handouts/ courseware finalization and production	Yes	No
Stationery supplies, delegate kit	Yes	No
Tea/coffee/ snacks	Yes	No

Certificates	Yes	No
Course evaluations, feedback	Yes	No
Photography, Picassa album	Yes	No
Restricted website	Yes	No
Mailing list	Yes	No
Free 1-year, reference membership for VC Library	Yes	No
Cafeteria use (if needed)	Yes	No
Lunch (if applicable)	Yes	No
Other facilities at Venture Center (ex: Lab)	Yes	No
Tour/ demos etc at external facilities (if needed)	Yes	No
Raising funding support, sponsorship	Wherever possible and required	No

In certain programs, the faculty is Venture Center staff, or mentors/ affiliates. In certain other programs, the faculty is invited by Venture Center.

Please note that Venture Center typically does not assist with or take up responsibilities relating to:

- Accommodation of outstation participants
- Travel arrangements of outstation participants
- Dinner arrangements of outstation participants
- Local transport to and from venue of participants

Honorarium / compensation to faculty

Model 1: Honorarium model	<p><i>This is Venture Center's preferred and most common mode of engagement.</i></p> <ul style="list-style-type: none"> ○ Reimbursement of transport costs to and from venue ○ Free 1-year full membership to the VC Library ○ Honorarium to the faculty (as per Appendix 1)
Model 2: Risk-reward sharing model	<p><i>Venture Center uses this mode occasionally. Typically used when workshop fee is a full price and no discounts are offered.</i></p> <p>In this model the risk and rewards are shared as follows:</p> <ul style="list-style-type: none"> ○ First, the cash (not in-kind) costs incurred by VC are paid for. VC's cash costs include: <ul style="list-style-type: none"> ○ Advertisements ○ Printing costs of posters etc; publicity related costs ○ Handout production costs ○ Stationery items, delegate kit, lamination ○ Tea/coffee/ snacks/ lunch ○ Any other supplies ○ Payment to any other external services or party

	<ul style="list-style-type: none"> ○ Second, the cash (not in-kind) costs incurred by faculty are paid for ○ Third, the remaining funds are split 50:50 between Venture Center and the faculty team. ○ Note: If honorarium is to be paid to any faculty team member, it shall be from the share attributable to the faculty team. <p>The Venture Center maintains an excel sheet of all costs and make available to the organizing team and faculty on request.</p>
<p>Model 3: Strategic partner model</p>	<p><i>This model is used only with strategic partners of Venture Center. The following conditions have to be:</i></p> <ul style="list-style-type: none"> <i>A. Partner and Venture Center organize programs regularly</i> <i>B. Partner has extensive networks with potential program participants. Partner has strong standing and reputation to attract participants and faculty.</i> <i>C. Partner takes primary and significant responsibility for marketing the program.</i> <i>D. Revenue exceeds Rs 2 lakhs</i> <p>In this model (Model 3), if any of the conditions (A) to (D) are not met, then Model 2 shall automatically kick-in as a superseding mechanism.</p> <p>In this model the risk and rewards are shared as follows:</p> <ul style="list-style-type: none"> ○ First, the cash (not in-kind) costs incurred by VC are paid for. VC's cash costs include: <ul style="list-style-type: none"> ○ Advertisements ○ Printing costs of posters etc; publicity related costs ○ Handout production costs ○ Stationery items, delegate kit, lamination ○ Tea/coffee/ snacks/ lunch ○ Any other supplies ○ Payment to any other external services or party ○ Second, the cash (not in-kind) costs, if any, incurred by faculty are paid for ○ Third, in-kind costs of Venture Center are paid for. ○ Fourth, the remaining funds are split 25:75 between Venture Center and the faculty team. ○ Note: If honorarium is to be paid to any faculty team member, it shall be from the share attributable to the faculty team. <p>The Venture Center maintains an excel sheet of all costs and make available to the organizing team and faculty on request.</p>

Other notes:

- Please note that, at this time, we do **NOT** hire faculty members or engage trainers on commercial terms to run our workshops and training programs. Most of our faculty members volunteer their time and efforts to the Venture Center.
- Venture Center reserves the right to participate in or collaborate with workshop organizers based on its own judgment on focus areas, quality etc.
- Venture Center reserves the right to cancel workshops if the response is poor.

Appendix 1: Guidelines for payment of honorarium

Contribution	Amount (Rs)
Workshop design; Anchoring the workshop; Identifying and bringing-in supporting faculty	2000
(Less than and equal to 2 hours) Talk/ lecture/ demo of duration less than 2 hours: Content development and delivery	1000
(Half day) Talk/ lecture/ demo of duration of half day: Content development and delivery	2000
(Full day) Talk/ lecture/ demo of duration of full day: Content development and delivery	4000

Appendix 2: Form to be signed by GM, Venture Center and the faculty team to initiate the event

Date when form was filled			
Name of lead organizer on behalf of the Venture Center			
Event title			
Tentative dates planned for the event			
Model agreed between VC and faculty team (select one option)	Model 1	Model 2	Model 3

This is to confirm that:

- We have read and understood the Policies and guidelines for Workshops and Training Programs Organized or Co-organized by Venture Center (Date: 7 March 2015).
- We agreed to abide by the mechanism agreed.
- We understand that in the event that Model 3 has been chosen, if any of the conditions (A) to (D) are not met, then Model 2 shall automatically kick-in as a superseding mechanism.

General Manager For Venture Center	For Faculty Team