

## **British Council India premises available to UK institutions to hold pre-departures, seminars, alumni receptions**

The British Council in India has offices across nine key cities and each office offers a range of flexible spaces. All venues have requisite meeting facilities with modern AV equipment and are suitable for UK institutions to hold pre-departure events, guest lectures/seminars or alumni engagements and receptions.

British Council in India enjoys a strong brand presence amongst young audiences and parents. Holding your event at the British Council will help you strengthen your brand in India and may help in creating a strong association with the student population here.

In year 2016, nearly 70 UK institutions made use of our venues for various events like pre-departure sessions, receptions and one-on-one counselling.

The premises across the cities of Ahmedabad, Bengaluru, Chandigarh, Chennai, Delhi, Hyderabad, Kolkata, Mumbai and Pune are located in the heart of the city easily accessible by local transport and well known to students.

You can make use of the range of venues to deliver your forthcoming pre-departure sessions, alumni engagements or one-on-one counselling sessions.

### **A) Pre-departure sessions**

#### **1) We can conduct a pre-departure on your behalf**

June to August are the months when you may want to reach out to your offer holders to take them through the do's and don'ts of when they arrive your campus. Pre-departure orientation is extremely important for all offer holders and they certainly feel comfortable to hear from you before starting a new journey. If you are unable to travel to India to meet your offer holders, we will deliver a pre-departure orientation on your behalf.

How will this work:

- You can send your presentation which the British Council staff will deliver face to face to all your offer holders and you have the option of joining via Skype to give the final tips
- You can also send your alumni for a face to face interaction with offer holders
- We will collect RSVP's and take on the spot registrations on your behalf
- An informal networking reception and catering can be included at the pre-departure to enable students to informally talk to your alumni and gain more information about studying and living in the UK
- A management fee and venue hire of £500 to £700 + VAT will be charged. Catering charges will be on actuals

#### **2) Hire our premise and deliver a pre-departure orientation**

- If you are travelling to India to meet your offer holders face to face, you could book a venue at any of the British Council offices.
- We will make all AV arrangements and provide all admin support along with organising the catering (if you need)
- A management fee and venue hire of £225 to £375 + VAT will be charged. Catering charges will be on actuals

### 3) Invite your offer holders to join British Council pre-departure sessions

- British Council organises their pre-departures each year in the month of July  
These pre-departures include a session by British Council staff to cover the do's and don'ts before leaving for the UK, a session on student visas by UK Visas and Immigration officer, Alumni networking session and a chance to network with other students going to the UK in September 2017.
- You may invite your offer holders to join British Council pre-departures.  
Registration for the same will open in May first week.
- A nominal registration fee will be charged to each offer holder /attendee.

### B) Other events

#### 1) Use our venue for other services

- You may hire our venues for alumni receptions, academic lectures, counselling students etc. All offices are equipped with AV facilities and catering can be provided at each venue

Please find below a description of our premises.

City	Capacity	Venue suitability
Ahmedabad	Theatre style: 40 Standing reception: 20	Suitable for holding Pre-departure sessions, Academic guest lectures, One-to-one counselling sessions and receptions for alumni etc.
Bengaluru	Theatre style: 60 Standing reception: 50	Suitable for holding Pre-departure sessions, Academic guest lectures, One-to-one counselling sessions and receptions for alumni etc.
Chandigarh	Theatre style: 40	Suitable for holding Pre-departure sessions, Academic guest lectures and One-to-one counselling sessions
Chennai	Theatre style: 60 Standing reception: 40	Suitable for holding Pre-departure sessions, Academic guest lectures, One-to-one counselling sessions and receptions for alumni etc.
	One-to-one counselling : 10 to 12	Suitable for holding One-to-one counselling sessions
Delhi	Theatre style:175	Suitable for holding Pre-departure sessions, Academic guest lectures
	Theatre style: 25	Suitable for holding Academic guest lectures and One-to-one counselling sessions.
	Standing reception: 50	Suitable for holding receptions for alumni etc.
	Standing reception: 200	Suitable for holding receptions for alumni etc.
Hyderabad	Theatre style: 25 Standing reception: 20	Suitable for holding Pre-departure sessions, Academic guest lectures, One-to-one counselling sessions and receptions for alumni etc.
Kolkata	Theatre style: 30 to 60 Standing reception: 20 to 40	Suitable for holding Pre-departure sessions, Academic guest lectures, One-to-one counselling sessions and receptions for alumni etc.
Pune	Theatre style: 35	Suitable for holding Pre-departure sessions, Academic guest lectures and One-to-one counselling sessions
Mumbai	Theatre style: 45 to 60 Standing reception: 70	Suitable for holding Pre-departure sessions, Academic guest lectures and One-to-one counselling sessions
	One-to-one counselling : 12 to 15	Suitable for conducting one-on-one counselling sessions
	One-to-one counselling : 8 to 10	Suitable for conducting one-on-one counselling sessions

To know more write to us on [Shruti.khanna@in.britishcouncil.org](mailto:Shruti.khanna@in.britishcouncil.org) with a cc to [siemsouthasia@britishcouncil.org](mailto:siemsouthasia@britishcouncil.org)

Notes:

- Venue booking will be confirmed based on availability
- We do not let out our premises on a Sunday. Events on Saturday and post 6.00 pm on weekdays will be charged at double costs as support staff, security etc. work extra time
- If you need internet connectivity during your event please let us know in advance allowing us to make adequate arrangements