



**ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)  
ORGANISATION OF ISLAMIC COOPERATION (OIC)  
LIBRARY AND DOCUMENTATION OFFICE**



**Booking Form: Distance Learning Theatre (DLT) at the IUT Library**

Date: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_, Designation: \_\_\_\_\_  
Faculty/Department/Office/Centre/Institute: \_\_\_\_\_  
Detail Purpose (Official Meeting Only): \_\_\_\_\_

- Date of Booking (during working days and Office Time): \_\_\_\_ \_\_ \_\_\_\_  
 Time: from \_\_\_\_\_ to \_\_\_\_\_ (am/pm),  Tentative Duration of the Event: \_\_\_\_\_ (mins/hrs)

Number of participants (Faculty Members/Head of Office) (Total Seats 45): \_\_\_\_\_

**a) Technical Support** (From ICT Centre):

- Desktop PC,  Big Displays,  Additional Projector,  Writing Glass Board with Pen,  Wi-Fi for Participants,  
 Microphone (Wireless/Handhold),  
 BdREN Zoom Meeting Support (For BdREN technical support, inform at least five (05) days earlier),  
 ICT Centre Technical Person Support; for \_\_\_\_\_.  
 Other support: \_\_\_\_\_

**b) Logistics Support** (From Engineering Office):

- Font Desk with Table Cloth,  Additional Chairs at front,  Flowers with vase,  
 Additional Microphone,  Wireless Microphone Battery,  Other : \_\_\_\_\_

**c) Official Coverage:**  Photography,  Video Recording.

**d) Refreshment Support at the Executive Lounge** (if required):

- Arranged by Cafeteria (The particular Department arranges food and Services supported by Cafeteria).  
 Arranged by Particular Department (The particular Department arranges food and Services).

**N.B.: Food and Beverages are not allowed inside the DLT Room.**

Signature of the Applicant: \_\_\_\_\_

Signature of the (Head/Chairman): \_\_\_\_\_

**Fill out by Library officials:** \_\_\_\_\_

For taking necessary arrangements as per the requirement of the above event:

- Copy to the ICT Centre.  
 Copy to the Engineering Office.  
 Copy to the Chairman, Cafeteria Committee.  
 Copy to the Audio Visual Instructor for Official Coverage.

DLT Booking Ref. No. \_\_\_\_\_, Remarks: \_\_\_\_\_, Signature of Deputy Librarian: \_\_\_\_\_

Library in-Charge, Signature \_\_\_\_\_, Date: \_\_\_\_\_

*Distribute:*

*P.S. to Hon'ble VC for his kind information.*

*P.S. to Hon'ble Pro-VC for his kind information.*