



ARCASIA FORUM-17, 2013

KATHMANDU

SPIRITUALITY IN ARCHITECTURE

3/6/13

PRESENTED BY: AR. SWARUP GURUNG KONEY , PRESIDENT SONA

# PROPOSED SCHEDULE

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S.NO.	DAYS SEQUENCE	PROGRAM	REMARK
1	First day 06.10.2013	Office bearers meeting  Committee meeting  Fellowship	One half day session. Lunch & Dinner One session. Simultaneously 5 meetings. Lunch & Dinner
2	Second day 07.10.2013	Council Meeting	Most probably will have two sessions. Award Committee may have the meeting separately. Lunch & Dinner
3	Third day 08.10.2013	Formal Inauguration of the Forum and key note speeches	Architecture Award in this session. Tea Session, Lunch and dinner for all registered participants

# PROPOSED SCHEDULE

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S.NO.	DAYS SEQUENCE	PROGRAM	REMARK
3	Third day 08.10.2013	Session -1 Paper presentation	Dinner for all registered participants
4	Fourth day 09.10.2013	Session-2 Paper presentation. Session -3 Paper presentation	Lunch for all registered participants Friendship Night with Dinner
5	Fifth day 10.10.2013	Any other social activities	

## NOTE:

- Council and Office bearers shall arrive one day before the first day event.
- Participants shall arrive on the second day.
- SONA shall host Office bearers for minimum 5 nights
- Other participants shall be entertained for 2 days by SONA, but shall need to stay minimum of three nights by themselves.

# PROPOSED KEYNOTE SPEAKERS

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SONA IS PLANNING TO INVITE TWO OF THE FOLLOWING EMINENT ARCHITECTS (AS PER THEIR AVAILABILITY) AS THE KEYNOTE SPEAKERS FOR THE ARCASIA FORUM 2013, KATHMANDU.

1. **WANG SHU**
2. **TADAO ANDO / KENGO KUMA**
3. **CHARLES CORREA**

# WORKING COMMITTEES

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## 1. FINANCE COMMITTEE:

**CHAIRPERSON:** *AR. BISHNU PANTHEE*  
*VICE-PRESIDENT*  
*SONA*  
*CHAIRMAN*  
*ARCASIA 2013 KATHMANDU, STEERING COMMITTEE*

## 2. PROGRAMS AND PLANNING COMMITTEE:

**CHAIRPERSON:** PROF. DR. SUDARSHAN RAJ TIWARI (THEMATIC SUB-COMMITTEE)

### SCOPE OF WORK:

S.NO.	ACTIVITY	START DATE	STATUS	END DATE	STATUS
1	Theme Selection				
2	Call for Papers				
3	Receive and track submitted papers				
4	Review Paper for Presentation				
5	Select Papers				

# WORKING COMMITTEES

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## 2. PROGRAMS AND PLANNING COMMITTEE:

**CHAIRPERSON:** AR. RAJESH THAPA (EVENT HOSTING AND CEREMONIES)

### SCOPE OF WORK:

S.NO.	ACTIVITY	START DATE	STATUS	END DATE	STATUS
1	Sessions organization and chairs selection				
2	Determine content of authors kits				
3	Complete Forum Program (Opening Ceremonies, Welcome Dinner, and Honor Dinner)				
4	Coordinate with the Operations Committee				
5	Work with Secretariat Committee for: print materials for the Final Programs, Forum Proceedings etc				
6	Provide instructions to speakers and session chairs				
7	Work with Publication and Publicity				
8	Work with Exhibits Committee				
9	Work with the Finance Committee				

# WORKING COMMITTEES

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## 3. SECRETARIAT COMMITTEE:

CHAIRPERSON: AR. GYANENDRA RAJ DEVKOTA

### SCOPE OF WORK:

S.NO.	ACTIVITY	START DATE	STATUS	END DATE	STATUS
1	Registration				
2	Poster and Flyers				
3	Information Center				
4	Interpretation (optional)				
5	Forum Kit				
6	Souvenir Program				
7	Documentation				
8	Publication and Publicity				

# WORKING COMMITTEES

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## 4. OPERATIONS COMMITTEE:

CHAIRPERSON: *AR. ARUN DEV PANT*  
GENERAL SECRETARY  
*SONA*  
*10<sup>TH</sup> EXECUTIVE COMMITTEE*

### SCOPE OF WORK:

S.NO.	ACTIVITY	START DATE	STATUS	END DATE	STATUS
1.	Venue and Accommodation				
2.	Food and Beverages				
3.	Physical Arrangement and Meeting Facilities				
4.	Transportation and Communications				
5.	Security and Clearance				
6.	Reception				
7.	Protocol				

# WORKING COMMITTEES

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## 5. EXHIBITS COMMITTEE:

CHAIRPERSON: AR. BHARAT SHARMA

### SCOPE OF WORK:

S.NO.	ACTIVITY	START DATE	STATUS	END DATE	STATUS
1.	ARCASIA Awards Display				
2.	Construction Materials Exhibitions				
3.	ARCASIA Member-Institutes Architectural Display				

## 6. AWARDS COMMITTEE:

CHAIRPERSON: AR. DEBESH BHATTARAI  
EX-OFFICIO MEMBER  
SONA  
10<sup>TH</sup> EXECUTIVE COMMITTEE

# PROPOSED BUDGET

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Expenditure	Unit	Qty	Rate	1US\$	
				Amount (Nrs.)	Amount (US\$)
<b>2 day program at Hotel Convention hall</b>	days	3	1500000	4500000	52,326
Lunch at inaugural Ceremony	nos	800	1600	1280000	14,884
Gala Dinner culture program	nos	800	1600	1280000	14,884
Friendship Night	nos	800	1600	1280000	14,884
<b>2 day at Hotel Meeting Rooms</b>					
Venue rental with lunch and coffee	nos	110	3000	330000	3,837
Rooms with breakfast	nos	275	18000	4950000	57,558
Air fare	nos	7	100000	700000	8,140
Poster and flyer	l.s.			500000	5,814
Publication and Secretarial	l.s.			1200000	13,953
Local Transportation and Excursion	l.s.			500000	5,814
Preparation and decoration	l.s.			800000	9,302
Design - Exhibition, tokens and prizes	l.s.			1000000	11,628
<b>Total</b>				<b>18,320,000.00</b>	<b>213,023</b>
<b>Contingency @ 10%</b>				<b>1,832,000.00</b>	<b>21,302</b>
<b>Grand Total</b>				<b>20,152,000.00</b>	<b>234,326</b>
<b>Revenue</b>					
Registration International (US\$ 300)	nos	300	25500	7,650,000.00	88,953
Spouse Registration (US\$ 150)	nos	100	12250	1,225,000.00	14,244
Registration National	nos	400	3000	1,200,000.00	13,953
Exhibition and Sponsors (Construction Materials)	l.s.			10,000,000.00	116,279
Contribution from Architects and Firms	l.s.			1,000,000.00	11,628
<b>GRAND TOTAL</b>				<b>21,075,000.00</b>	<b>245,058</b>