

Dear Dr.

Thank you for showing your interest in a faculty position in the HSS Department of IIT Kanpur. We are happy to invite you to give a seminar in our department. Please make your plans to visit the department and present a seminar on Tuesday, September 23 at 3:30pm.

Please note the following.

1. As per norms of the institute, we will reimburse your railway fare (to and fro, AC II), and local travel expenses. Please retain your tickets for the purpose of reimbursement.
2. The Institute will provide you accommodation in the Visitors' Hostel for two days.
3. For reimbursement of your travel expenses, the Institute needs your bank account number and address of the bank (along with IFSC code).
4. You are expected to send an abstract (about 200 words) of your talk in advance so that this can also be circulated in the Institute. Your seminar is expected to showcase your research work in your chosen field of specialisation.
5. The duration of your presentation should be around 30 minutes; this will be followed by a question-answer session.
6. All seminars are held in room no. FB 620, situated on the 6th floor of the Faculty Building which is about quarter of a km from the Visitors' Hostel.
7. Please fill in the attached response form and return it to me.

Please respond at the earliest, providing all the information requested in the attached form. You may email me a soft copy of filled-in response form if that is more convenient.

Thank you

Sincerely

Convenor
Seminar Committee