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# **PyCon India Handbook Documentation**

***Release 0.1***

**Indian Python Software Society**

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There have been five editions of PyCon India already, this handbook aims to capture all crucial activities that are required for planning / organizing / executing the conference.

Broadly this handbook will be categorized in three sections :

- Pre-conference : Will list all tasks that need to be taken care of before the conference.
- Conference-Day : Will list all tasks that need to be done on the conference days.
- Post Conference: Will list all tasks that need to be taken care of at the end of the conf.

There are some sections which will cut across all three types:

- Volunteers
- Templates for various communication mails
- Important Dates



# CHAPTER 1

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## Things to Do

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T= Day the Event starts

CFP Should start T - 90 days Sponsorship Media Management Feedback Schedule Internet : T-2 days :  
Testing the link Banners Stationery Volunteers Website Registration Desk Chairs for the Talks Booking  
the Venue T - 240 days Managing Accounts

Bookig of the Venue: Venues for events of this magnitude has to be big , the big venues tend to get occupied early on , so the sooner the venue ids booked the better for the organizers. Pay an advance and block the three calendar days required once done announce it on the mailing list so that everyone is aware of what is happening.

Website : Adding content and development of the website is a constant work , this can be done by volunteers from remote locations too , ask for Volunteers on the mailing list and start giving responsibilities to what they would like to do .

Contents:





## CHAPTER 2

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### Indices and tables

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