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1. Introduction
The Assam Convention, first held in 1980, is organized every year during the July 4th weekend in the continent of North America under the aegis of Assam Association of North America (AANA). The Annual general body meetings of AANA and its sister organizations Assam Foundation of North America (AFNA) and Assam Sahitya Sabha North America (ASSNA) are conducted during the convention. The convention is open to all and it facilitates a get together of the Assamese diaspora in North America, Europe and India regardless of their affiliation with AANA or any other similar North American organization. It is a celebration of the rich culture of Assam with a mix of Indian and Western influences as well. This is also a forum for healthy discussions on topical issues and a venue for the youth to connect and benefit from their diverse experiences and ambitions. Due to the relatively small population of Assamese expatriates spread over vast distances, organizing the Assam Convention is a complex venture. This White Paper is an attempt to encapsulate the experiences garnered by past host committees to facilitate the organization of future conventions. As such, it provides guidelines and templates of various activities and useful suggestions. This White Paper, as incorporated by reference in AANA Constitution, needs to be updated once in 5 years to keep it current.

2. Selection of Convention Venue, and Financial Guidelines
The Assam Conventions could be classified as medium-sized with participation in the range of 200 to 500. Conventions organized near the major cities in USA and Eastern Canada are well-attended because of easy driving access and consequently, better affordability. The convention venue is selected at the Annual General Body meeting. Typically, the representative of the Host Committee makes a proposal which is accepted by the Executive Committee after due considerations to the following aspects:

- Proximity of venue to major Assamese hubs
- Prior experience in organizing conventions
- Financial plan of the host committee
- Opportunity for new venues to host convention

Although, every effort is made to encourage small venues, in rare cases a proposal may be rejected if the Executive Committee does not receive adequate assurances from the Host Committee that the proposed convention is financially viable. Typically, smaller venues would require sponsorship from an external agency or AANA or both. In certain cases, the Assam Convention may be organized centrally by the Executive Committee and its nominees. Organizational and financial aspects are discussed in Appendix A: Assam Convention Guidelines. These guidelines were unanimously approved at the Annual General Body Meeting of AANA at Calgary, 2012.

3. Convention Budget
Excluding lodging, which is paid directly by the participants to the hotel, typical budgets are in the vicinity of $40 to 50K. Careful budgeting is needed in all cases, but it is particularly important for cities with sparse Assamese populations. Major expense heads with typical amounts (as of 2013):

- Overseas Artiste (although not mandatory) tickets, visa and gifts - $10K
- Audio/Visual - $5K
- Meals -$25 K

It is important to note that the first two expenses are independent of the convention size and registration receipts. Unless there is outside sponsorship, smaller convention venues will need to be frugal while allocating funds for items a) and b). As a rule of thumb, 100 families for a large convention and 50 for a small convention could be considered to calculate revenues. As with any budget, adequate contingencies have to be earmarked. All efforts need to be made to maximize
attendance, obtain donations and sponsorships. It is necessary to set up a dedicated account to manage convention finances. The host committee may seek the help of AANA/AFNA as the rules for opening a bank account are complex and vary from state to state. Refer to Appendix B: Assam Convention Typical Budget.

4. Registration, Hotel and Meals

The registration fee needs to be multi-tiered to account for family, individual and student options. There is a discount of $25 for AANA members. To ensure good attendance and in keeping with the goal to promote our culture, it is of utmost importance to keep the registration/meal fees and the hotel tariffs affordable for a typical family of two adults and two children. It may be a good strategy to have early bird discounts to generate sufficient funds up front. Detailed negotiations have to be conducted with the hotel to get the best rates. Particular attention is needed to ensure that the hotel provides all adequate props, conference and meeting rooms and good options for catering Indian meals. Ideally, the meeting rooms and the main hall for the cultural programs should be provided by the hotel at no extra cost. It is most important to ensure that the room night commitment to the hotel is conservative with the opportunity to increase if needed. Beverages need to be estimated correctly as they are expensive. Hotel tariffs and registration charges would vary depending on the location and time. Convention organizers should ensure that they are within 10% of the suggested ballpark rates to ensure affordability for all members:

- Family registration: $150
- Meals/Adults: $90
- Hotel: $90/night

Typical meal plan includes:

- Snacks & refreshments: Reception in the night before convention, day 1 before inauguration, day 1 during cultural show break, and day 2 during cultural show break
- Continental Breakfast: Day 2
- Lunch: Day 2, snack before day 1 inauguration could be upgraded to inauguration lunch
- Dinner: Day 1 and day 2 (at least one Indian)

Refer to Appendix C: Sample Registration form and Appendix D: Sample Hotel contracts.

5. Program Content

The Assam Convention spans two days – typically the 4th of July Weekend. If the 4th of July falls during the weekdays, the weekend closer to July 4 is selected. It is extremely essential that the Program Committee try to adhere to the program schedule once established. Over the years, the following elements have been present:

- Inauguration – Short welcome by AANA/AFNA/Host committee presidents and ceremony
- AANA/AFNA/ASSNA General body meeting on day 2
- Children’s cultural program
- Cultural program of North American artistes
- Cultural program from Artistes from Assam
- Youth forum
- Fashion show
- Trivia
- Exhibition
- Panel discussions

Refer to Appendix E: Sample Programs.
6. **Website and Communication**
   It needs to be emphasized that the Assamese diaspora is dispersed very widely in North America and convention expenses are not trivial. Hence, it is most important to set up very effective multi-pronged communication channels consisting of:
   - Website – A convention website needs to be developed and both the convention website and AANA’s website www.aanahome.org could be used
   - Email – Regular emails (one a month from February)
   - Phones – Personal phone calls are highly appreciated by our patrons
   - Bihu announcements – Host committee members could attend Bihus of neighboring hubs

7. **Overseas Artistes**
   Our local artistes are indeed of the highest caliber and many conventions have been successful without big name artistes from Assam. It is true, though, that the presence of a famous artiste from Assam could boost attendance. Established artistes however require a much higher level of coordination and greater expenses are involved. The host committee has to weigh the pros and cons before deciding on the artistes. It was also the intention of AANA to recognize as a token of appreciation and to expose those artistes from Assam, who are financially or nationally not rewarded and who otherwise would not be able to come to America to perform. The most crucial aspect in bringing an overseas artist is securing the visa. There have been rejections in the past and this is one area of concern for the host committee. Refer to **Appendix F: Visa procedures.**

8. **General Guidelines and Templates**
   The following items need close attention to ensure a great convention.
   - The audio/visual system has to be of the highest standard. A large projection screen (or two) is very helpful for putting on program information during the day and for close-ups of the program on stage. Microphone and speaker quality are critical. Consult previous convention organizers for the latest information
   - Ideally sleeping rooms of hotel should be further away from cultural show venue so hotel guests are not disturbed – can lead to complaints.
   - Allocate adequate time for Children’s programs to promote our culture to the next generation. Adhere to time limit of each item and maintain brisk pace for all programs.
   - Ask parents to keep an eye on children to ensure their safety as well as prevent noise disruption during cultural shows.
   - Use participant forms and rubrics to facilitate selection process of local artistes- Refer to **Appendix G: Participant forms**
   - Food tasting of both Indian and Western items is a must. Hot meals are generally preferred.
   - Keep a close account of beverage consumption. This is usually very expensive.
   - Decorum- Liquor should be available only at the bar and not in the auditorium.
   - Finally, publicity and invitation can’t be overemphasized. **Appendix H** is a sample invitation letter The Calgary host committee used in addition to website and other communications.
Appendix A

ASSAM CONVENTION GUIDELINES

The annual Assam Convention is AANA’s premier vehicle for promoting its objectives of fostering cultural and social ties of the Assamese diaspora of North America and beyond. These guidelines seek to elucidate the procedures to facilitate the organization of this important Annual event. These guidelines are within the AANA constitution Article VII and byelaws Section 8 of Meetings.
ASSAM CONVENTION GUIDELINES

The organization of the Assam convention could be conducted centrally by the executive body (Option 1) or delegated by the executive body to a host committee (Option 2) based on a proposal at the Annual GBM. AANA will continue to pay $500 as seed money to the convention. AANA members shall receive a discount on convention registration fee: $25 per family; $10 per single membership.

Option 1 specific guidelines

- The financial responsibility and the day to day activities will reside with AANA through its executive body.
- The executive body will appoint additional persons, if required, to form a Convention organizing committee.
- The executive body will generate a concise white paper describing convention organizational aspects including templates of the Hotel contract, Cultural participation forms, sample convention programs etc.
- The event fee of $500 will be waived for AANA and all surpluses will be ploughed back to the AANA account. The executive body and the Board of Directors may, at its discretion, donate a portion of the surplus to AFNA for charitable causes.
- The Convention site will be selected at a central location within driving distance from major hubs as far as practicable to ensure high attendance.
- A reasonable fund may be earmarked for a few site visits to finalize the hotel and food contracts.
- Convention communications shall be sent through AANA’s website.

Option 2 specific guidelines

- The name shall be Assam Convention XXXX per the AANA constitution byelaws Section 8 on Meetings.
- The host committee will be provided with the AANA white paper on conventions to facilitate the convention organization process. AANA executive will be consulted for convention program content.
- If financial help is sought from AANA, subject to a limit of 2.5K, the AANA executive will be consulted for all financial decisions exceeding $250 and the entire surplus returned to AANA.
- In case financial help is not sought from AANA, 50% of the surplus shall be returned to AANA.
- The decision by the Host Committee to seek AANA funds over and above $500 seed money is required to be submitted along with the proposal to host the convention.
Appendix B: Assam Convention Typical Budget

A. EXPENSES in thousands

1. Artistes from Assam (2)
   a) Tickets 3
   b) Food + board 1
   c) Insurance 0.6
   d) Gifts 1
   e) Misc. 1
   f) Visa 2
   8.6

3. Children's programme 0.5

4. Decoration 0.5

5. Website 0.5

6. Sound/Light system 5

7. Misc. and Contingency 2

8. Food 27

   **Total expenses** 44.1

B. REVENUE in thousands

1. Registration at $150/family 125 18.75
2. Sponsorship 3.5
3. Food 27

   **Total revenue** 49.25

   **gain** 5.15

**Note: Break even registrations = 91**

* It is assumed that there is no loss or gain in the food bill
## Appendix C: Sample Registration Form

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Registration Fee With Meal Plan</th>
<th>Registration Fee Without Meal Plan</th>
<th>Meal Plan (Per Person)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Before 05/15/2013</td>
<td>After 05/15/2013</td>
<td></td>
</tr>
<tr>
<td>Family (includes children under 21 years)</td>
<td>$150</td>
<td>$175</td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>$85</td>
<td>$110</td>
<td>$90</td>
</tr>
<tr>
<td>Student (full time)</td>
<td>$60</td>
<td>$85</td>
<td>$50</td>
</tr>
<tr>
<td>Student - Family (includes children under 21 years)</td>
<td>$85</td>
<td>$110</td>
<td>$135</td>
</tr>
<tr>
<td>Overseas Family Guest</td>
<td>Free – charge for meals only</td>
<td>Free – charge for meals only</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Information

- Members of AANA or AFNA as of 15th May 2013 will get an additional discount of $25 per family and $10 for Single, Student and Student-Family categories on the registration fee. In order to avail the discount you can become a member of AANA or AFNA on or before 15th May 2013.

- Registration fees without meal plan are higher to cover some obligatory costs already built into meal plan.

- For early registration discount, payment has to be received on or before 15th May 2013.

- The meal plan option is not available for registration after 27th June 2013.
Appendix D: Sample Hotel Contracts

Marriott
HOTELS & RESORTS

GROUP SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between:

Oak Brook Hills Marriott Resort
3500 Midwest Road
Oak Brook, IL 60523
Phone: (630) 850-5555

Web address: www.oakbrookhillsmarriottresort.com

and Assam Association of North America and outlines specific conditions and services to be provided.

ORGANIZATION:
Assam Association of North America (henceforth AANA)

CONTACT: Name:
Maitreyee Angelo
Gautam Baruah
Dipak Kalita

Street Address:
5 S. 556 Eugenia Drive

City, State/Province:
Naperville, IL

Postal Code:
60540

Phone Number:
(630) 631-3121

E-mail Address:
mbangelo@gmail.com

NAME OF EVENT:
Assam Convention 2011

REFERENCE #:
M-2QLF7B

OFFICIAL PROGRAM DATES:
Friday, 07/01/2011 - Monday, 07/04/2011

ANTICIPATED ATTENDANCE:
200-300

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and Assam Association of North America (AANA) agrees that it will be responsible for utilizing, 120 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Standard</th>
<th>Junior Suite</th>
<th>Total Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/01/2011</td>
<td>Fri</td>
<td>35</td>
<td>5</td>
<td>40</td>
</tr>
<tr>
<td>7/02/2011</td>
<td>Sat</td>
<td>35</td>
<td>5</td>
<td>40</td>
</tr>
<tr>
<td>7/03/2011</td>
<td>Sun</td>
<td>35</td>
<td>5</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Room Type</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2011</td>
<td>07/03/2011</td>
<td>Junior Suite</td>
<td>$125.00</td>
</tr>
<tr>
<td>07/01/2011</td>
<td>07/03/2011</td>
<td>Standard</td>
<td>$89.00*</td>
</tr>
</tbody>
</table>

*Rate is for King or Queen/Queen Bed type. Room night commitment will include only Standard rooms. Junior Suites will be available at the rate indicated above for the event, and if occupied, may be included in the total room count.

*Hotel room rates are subject to applicable state and local taxes (currently 11%) in effect at the time of check-out.

*Should AANA's attendee list exceed the above Room Night Commitment, Hotel agrees to extend the number of rooms at the above rate to AANA guests to at 100 more room nights. Hotel will communicate with AANA contact prior to release of rooms for general sale.
COMMISSION

The group room rates listed above are not non-commissionable. Assam Association of North America will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

SPECIAL CONCESSIONS

In consideration of the Room Night Commitment and the functions identified on the Function Information Agenda/Event Agenda, Hotel will provide Assam Association of North America with the following special concessions:

1. 4 Upgrades to an Executive Suite at the Group Rate
2. Double Marriott Reward Planner Points
3. 1/40 Complimentary Sleeping Rooms on a cumulative basis
4. Special Food and Beverage Pricing in Windows for meals on Friday and Saturday
5. Complimentary Meeting Room Rental
6. Group room rate available 3 days pre/post event based on hotel availability
7. Assam Association of North America will be able to bring in their own snacks prepared by their attendees provided the Hotel's Food Liability Waiver is completed.
8. Assam Association of North America will use an approved outside catering company for one dinner.
9. Assam Association of North America will receive a discounted price on coffee and tea of $35.00 per gallon.

METHOD OF RESERVATIONS

Reservations for the Event will be made by individual attendees directly with Marriott reservations at 1 800-228-9290.

GUARANTEED RESERVATIONS

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by Assam Association of North America. Hotel will not hold any reservations unless secured by one of the above methods.

CUTOFF DATE

Reservations by attendees must be received on or before 5:00pm, Friday, June 17, 2011 (the “Cutoff Date”). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the Assam Association of North America group rate after this date. The cut-off date may be extended by Hotel depending on availability and at its discretion.

Release of rooms for general sale following the Cutoff Date does not affect Assam Association of North America’s obligation, as discussed elsewhere in this Agreement, to utilize guest rooms.

NO ROOM TRANSFER BY GUEST

Assam Association of North America agrees that neither Assam Association of North America nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with Assam Association of North America reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

MASTER ACCOUNT

Hotel must be notified in writing at least 3 days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees will be billed to the Master Account.
METHOD OF PAYMENT

The method of payment of the Master Account will be established upon approval of Assam Association of North America’s credit. If credit is approved, the outstanding balance of Assam Association of North America Master Account (less any advance deposits and exclusive of disputed charges) will be due and payable upon receipt of invoice.

Assam Association of North America will raise any disputed charge(s) within 10 days after receipt of the invoice. The Hotel will work with Assam Association of North America in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of the dispute. If payment of any invoice is not received within thirty (30) days of the date on which it was due, Hotel will impose a finance charge at the rate of the lesser of 1-1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date. 

BILLING ARRANGEMENTS

The following billing arrangements apply: Individual to Pay

ROOMS ATTRITION

Hotel is relying upon Assam Association of North America’s use of the 120 Total Room Nights Commitment. Assam Association of North America agrees that a loss will be incurred by Hotel if Assam Association of North America’s actual usage is less than 80% of the Room Night Commitment.

If Assam Association of North America’s actual usage is less than 80% of the Room Night Commitment, Assam Association of North America agrees to pay, as liquidated damages and not as a penalty, the difference between 80% of the Room Night Commitment and Assam Association of North America’s actual usage.

TAX EXEMPTION

If ASSAM ASSOCIATION OF NORTH AMERICA (AANA) maintains tax exempt status ASSAM ASSOCIATION OF NORTH AMERICA (AANA) must provide Hotel with a valid tax exemption certificate, in order to be exempt from tax charges. Tax exempt status is maintained under the umbrella of ASSAM FOUNDATION OF NORTH AMERICA (AFNA), AANA must furnish the corresponding tax exemption certificate. The local occupancy tax of 11% is not exempt and will be paid by the individual attendees along with their respective room charges.
FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by Assam Association of North America, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th>Function Type</th>
<th>Setup</th>
<th>Function Room</th>
<th># People</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2011</td>
<td>Fri</td>
<td>10:00 AM</td>
<td>11:59 PM</td>
<td>Registration</td>
<td>Registration</td>
<td>East Foyer</td>
<td>6</td>
</tr>
<tr>
<td>7/1/2011</td>
<td>Fri</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Admin Meeting Rooms</td>
<td>Theatre</td>
<td>Butler</td>
<td>30</td>
</tr>
<tr>
<td>7/1/2011</td>
<td>Fri</td>
<td>11:00 AM</td>
<td>12:00 AM</td>
<td>Admin/Storage</td>
<td>Conference</td>
<td>Cambridge</td>
<td>40</td>
</tr>
<tr>
<td>7/1/2011</td>
<td>Fri</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Admin Meeting Rooms</td>
<td>Theatre</td>
<td>Westmont</td>
<td>50</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>7:00 AM</td>
<td>11:59 PM</td>
<td>Registration</td>
<td>Registration</td>
<td>East Foyer</td>
<td>6</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Admin Meeting Rooms</td>
<td>Theatre</td>
<td>Butler</td>
<td>50</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>8:00 AM</td>
<td>11:00 PM</td>
<td>Admin/Storage</td>
<td>Conference</td>
<td>Cambridge</td>
<td>15</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>8:00 AM</td>
<td>11:30 AM</td>
<td>Admin Meeting Rooms</td>
<td>Theatre</td>
<td>Windsor</td>
<td>30</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>8:00 AM</td>
<td>11:30 AM</td>
<td>Admin Meeting Rooms</td>
<td>Theatre</td>
<td>Westmont</td>
<td>50</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>8:00 AM</td>
<td>2:00 AM</td>
<td>General Session</td>
<td>Chevron Schoolroom</td>
<td>Courts F-J</td>
<td>500</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>3:00 PM</td>
<td>3:30 PM</td>
<td>Coffee Break</td>
<td>Special</td>
<td>East Foyer</td>
<td>200</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>10:00 AM</td>
<td>10:00 PM</td>
<td>Exhibits</td>
<td>Special</td>
<td>Canterbury</td>
<td>40</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>11:00 AM</td>
<td>2:00 PM</td>
<td>Teen Social Room</td>
<td>Special</td>
<td>Prince of Wales</td>
<td>40</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>11:30 AM</td>
<td>11:59 PM</td>
<td>Dressing Room (Women)</td>
<td>Special</td>
<td>Westmont</td>
<td>50</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>11:30 AM</td>
<td>11:59 PM</td>
<td>Dressing Room (Men)</td>
<td>Special</td>
<td>Windsor</td>
<td>30</td>
</tr>
<tr>
<td>7/2/2011</td>
<td>Sat</td>
<td>6:00 PM</td>
<td>7:30 PM</td>
<td>** Dinner</td>
<td>Rounds of 10</td>
<td>Marquis</td>
<td>200+ TBD</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>7:00 AM</td>
<td>11:59 PM</td>
<td>Registration</td>
<td>Registration</td>
<td>East Foyer</td>
<td>2</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>8:00 AM</td>
<td>11:00 PM</td>
<td>Admin Meeting Rooms</td>
<td>Theatre</td>
<td>Butler</td>
<td>50</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>8:00 AM</td>
<td>2:00 PM</td>
<td>Admin Meeting Rooms</td>
<td>Theatre</td>
<td>Windsor</td>
<td>50</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>8:00 AM</td>
<td>2:00 PM</td>
<td>Admin Meeting Rooms</td>
<td>Theatre</td>
<td>Westmont</td>
<td>30</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>9:00 AM</td>
<td>2:00 AM</td>
<td>General Session</td>
<td>Chevron Schoolroom</td>
<td>Court F-J</td>
<td>500</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>10:00 AM</td>
<td>10:00 PM</td>
<td>Exhibits</td>
<td>Special</td>
<td>Canterbury</td>
<td>40</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>10:30 AM</td>
<td>12:00 PM</td>
<td>Meeting</td>
<td>Rounds of 10</td>
<td>Prince of Wales</td>
<td>40</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td>** Lunch</td>
<td>Rounds of 10</td>
<td>Courts A-E</td>
<td>200+ TBD</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>6:00 PM</td>
<td>7:30 PM</td>
<td>Dinner</td>
<td>Rounds of 10</td>
<td>Courts A-E</td>
<td>200+ TBD</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>6:00 PM</td>
<td>2:00 AM</td>
<td>Teen Social Room</td>
<td>Special</td>
<td>Prince of Wales</td>
<td></td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>7:00 PM</td>
<td>10:00 PM</td>
<td>Dressing Room (Women)</td>
<td>Special</td>
<td>Westmont</td>
<td>50</td>
</tr>
<tr>
<td>7/3/2011</td>
<td>Sun</td>
<td>6:00 PM</td>
<td>11:59 PM</td>
<td>Dressing Room (Men)</td>
<td>Special</td>
<td>Windsor</td>
<td>50</td>
</tr>
<tr>
<td>7/4/2011</td>
<td>Mon</td>
<td>8:00 AM</td>
<td>12:00 PM</td>
<td>Admin Meeting Room</td>
<td>Theatre</td>
<td>Butler</td>
<td>50</td>
</tr>
</tbody>
</table>

All food and beverage, and related services are subject to applicable taxes (currently 7.75%) and service charge (currently 24%) in effect on the date(s) of the event.

DAMAGE TO FUNCTION SPACE

Assam Association of North America agrees to pay for any damage to the function space that occurs while Assam Association of North America is using it. Assam Association of North America will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than Assam Association of North America and its attendees.

** 6:30 PM TO 7:45 PM **

** 12:30 PM TO 1:30 PM **
ADJUSTMENTS TO CONCESSIONS

In the event of reductions in the Room Night Commitment of more than 20%, the Hotel may adjust any concessions previously offered in this Agreement, including those concessions offered on a complimentary basis, and may also adjust the Function Space in direct proportion to the reduction in the Room Night Commitment. However, if the liquidated damages are paid by Assam Association of North America (AANA) then all concessions and Function Space offered in this Agreement will be honored for the duration of the event.

CURRENT CATERING PRICING

The hotel is creating customer menus for the following catering prices:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>$13.00 per person</td>
</tr>
<tr>
<td>Dinner</td>
<td>$22.00 per person</td>
</tr>
</tbody>
</table>

These quotations do not include any applicable IL tax (currently at 7.75%), and a taxable service charge of (currently 24% inside). All food and beverage served in the Hotel must be purchased from the Hotel except for Saturday night dinner by Marriott approved caterer.

- Assam Association of North America will be able to bring in their own snacks prepared by their attendees provided the Hotel’s Food Liability Waiver is completed.
- Assam Association of North America will use an approved outside catering company for one dinner.
- Hotel will provide special promotional menus for attendees in the Windows Restaurant for Friday Dinner and Saturday Lunch at the attendees’ expense.
- Assam Association of North America will receive a discounted price on coffee and tea of $35.00 per gallon.
BANQUET FUNCTION PRICES

Pricing will be confirmed upon receipt of this signed contractual agreement and requested deposit, if applicable. The Oak Brook Hills Marriott Resort agrees to provide the following items for the Assam Convention 2011 with the signed contractual agreement. Meal commitment is for 200 meals comprising Marriott provided Lunch and Dinner on Sunday.

Dinner on July 2nd

1.5 Hours of Continuous Beverage Service Including Soft Drinks, Assorted Juices and Water
Floor Length White Linens with White Napkins

$7.00 per Person

Catering from Preferred List only not included in this package price. Arrangements for your menu selections must be made with and paid to the caterer directly.

Pricing is per person, based on Buffet Style Menu

All prices are subject to Tax and Service Charge (currently 7.75% tax and 24% taxable service charge).

Breakfast on July 3rd

Breakfast on own

Lunch on July 3rd

$13.00 per adult over 12
$8.00 per child under 12
Turkey Wrap
Homemade Potato Chips
Soft Drinks, Tea, Water
(Vegetable Wrap as a Vegetarian Option)
Market or Grab and Go style

Dinner on July 3rd

$22.00 per person
Cesar Salad, Bread Rolls
6 oz Chicken Breast, seared with Lemon Caper Sauce
Asparagus
Rice Pilaf
Cheesecake w/ Raspberry Sauce & Whipped Cream
(Vegetarian Napoleon as a Vegetarian Option)
Served plated
Softdrinks

$11.00 per person children’s menu
Chicken Tenders w/ honey mustard Or Vegetarian option
French Fries
Cheesecake w/ Raspberry Sauce & Whipped Cream

Coffee and tea during breaks will be ordered just prior to the function.
PREFERRED CATERERS

Ashyana Banquets
Contact: Surinder Kumar Jain
(847) 322-1285
www.ashyanaabanquets.com

Klay Oven
Contact: Prem Khosla
(312) 527-3999
www.klayovenrestaurant.com

India House-Chicago
Contact: Kim Fernandes
(312) 645-9500
www.indiahousechicago.com

Sabri Nihari-Chicago
Contact: Junaid Mohammed
(773) 465-3272
www.sabrinihari.com

India House-Oak Brook
Contact: Nicholas Pereirã
(630) 472-1500
www.indiahousechicago.com

Sabri Nihari-Lombard
Contact: Mohammad Shakir
(630) 792-8839
www.sabrinihari.com

India House-Schaumburg
Contact: Nicholas Pereira
(847) 895-5501
www.indiahousechicago.com

Saffron Restaurant
Contact: Prasenjit Roy
(630) 769-9662
www.saffronindining.com

FOOD AND BEVERAGE ATTRITION/CANCELLATION

The Hotel is expecting revenue from, and is relying upon the scheduling of, the food and beverage functions outlined in the Function Information Agenda/Event Agenda. Assam Association of North America agrees that a loss will be incurred by Hotel if there is a cancellation or reduction in the number of food and beverage functions and the number of food and beverage covers.

Hotel will permit a twenty percent (20%) reduction from meal commitment of 200 for the definite catered function that ASSAM ASSOCIATION OF NORTH AMERICA (AANA) confirms to Hotel. ASSAM ASSOCIATION OF NORTH AMERICA (AANA) agrees to pay Hotel an amount equal to 80% of confirmed number of covers less the actual usage for each catered function. AANA will make every effort to keep Hotel informed of attendee numbers particularly in the month prior to the event to adjust catered function numbers.

Assam Association of North America has committed to the functions on the Function Information Agenda/Event Agenda. If any such function is cancelled or there is a reduction of more than 20% of either (i) the number of covers listed above; or (ii) the number of covers listed in the Banquet Event Order (whichever of (i) or (ii) is greater), then Assam Association of North America shall pay Hotel, as a reasonable estimate of Hotel’s damages and not as a penalty, within thirty (30) days, as follows:

1. If the function is cancelled with advance notice of 72 hours or more: 35% of the food and beverage revenue that the hotel reasonably estimates (based on the then-current minimum catering prices and listed number of covers) that it would have received for such function but for the cancellation, plus applicable meeting room rental fees. (The “Hotel Revenue Estimate”).
2. If the function is cancelled with advance notice of less than 72 hours: 100% of the Hotel Revenue Estimate for such function.
3. If the function attendance is reduced with advance notice of 72 hours or more: 35% of the difference between the Hotel Revenue Estimate for such function and the actual revenue received for such function.
4. If the function attendance is reduced with advance notice of less than 72 hours: 100% of the difference between the Hotel Revenue Estimate for such function and the actual revenue received for such function.

Hotel agrees that after receipt of this amount, it will not seek further damages resulting from the cancellation or attrition of such catered functions.
OUTSIDE FOOD AND BEVERAGE POLICY

All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises, except for the snacks provided by the Assam Convention host committee and the Dinner on Saturday 7/2/2011 that will be catered by an outside caterer.

EVENT MANAGEMENT DEPARTMENT

Our Event Management Department will contact ASSAM ASSOCIATION OF NORTH (AANA) prior to your arrival date to discuss preliminary meeting requirements in further detail. This will include specific food and beverage arrangements, program provisions, room set-ups, VIP accommodations, guest rooms, transportation and any pertinent billing instructions.

CANCELLATION

Assam Association of North America acknowledges that if it cancels or otherwise essentially abandons its planned use of the Room Night Commitment (a “Cancellation”), this action would constitute a breach of Assam Association of North America’s obligation to Hotel and Hotel would be harmed. Because Hotel’s harm (and Assam Association of North America’s obligation to compensate Hotel for that harm) is likely to increase if there is a delay in notifying Hotel of any Cancellation, Assam Association of North America agrees to notify Hotel, in writing, within five (5) business days of any decision to Cancel. In addition, if a Cancellation occurs, the parties agree that:

(a) It would be difficult to determine Hotel’s actual harm.

(b) If the projected occupancy of the Hotel over the Event dates is not fulfilled, Hotel is unlikely to be able to resell rooms or function space on a “last-sale” basis in the event of a Cancellation.

(c) The amount set forth below reasonably estimates Hotel’s harm for a Cancellation.

Assam Association of North America therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the chart below:

<table>
<thead>
<tr>
<th>Date of Decision to Cancel</th>
<th>Amount of Liquidated Damages Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 120 days to 300 days prior</td>
<td>$4,160.00</td>
</tr>
<tr>
<td>From 91 days to 120 days prior</td>
<td>$8,320.00</td>
</tr>
<tr>
<td>From 30 days to 90 days prior</td>
<td>$12,480.00</td>
</tr>
<tr>
<td>From 0 days to 29 days prior</td>
<td>$16,640.00</td>
</tr>
</tbody>
</table>

Provided that Assam Association of North America timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from Assam Association of North America relating to the Cancellation.

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer than ten (10) days - after learning of such basis.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or Assam Association of North America will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.
LITIGATION EXPENSES

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

LIQUOR LICENSE

Assam Association of North America understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

AUDIO/VISUAL EQUIPMENT

A wide selection of audio-visual equipment and services are available in-house on a rental basis. Orders may be placed through the Event Management department or with ITA, Audio Visual Solutions. ASSAM ASSOCIATION OF NORTH AMERICA (AANA) has permission to bring in their own AV equipment and AV technicians without penalty.

Assam Association of North America may bring in a DJ for the cultural events in the Ballroom and or Prince of Wales Room on Saturday and Sunday night. The DJ may bring his own equipment.

IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate Assam Association of North America's needs. If such special setups or extraordinary formats are requested, Hotel will present Assam Association of North America two (2) alternatives: (1) charging Assam Association of North America the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost. Hotel will provide a 40'x30' stage with 24" riser (with a temporary ramp for one afternoon), pipe and drape on either side of the stage per our discussion during our tour of the premises.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and Assam Association of North America agree to cooperate with each other to ensure compliance with such laws.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If Assam Association of North America requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

USE OF OUTSIDE VENDORS

If Assam Association of North America wishes to hire outside vendors to provide any goods or services at Hotel during the Event, Hotel may, in its sole discretion, require that such vendor provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance.

PERFORMANCE LICENSES

Assam Association of North America will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that Assam Association of North America may use or request to be used at the Hotel.
MARRIOTT REWARDS - REWARDING EVENTS

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Assam Association of North America has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award Marriott Rewards points to, or submit an award for airline miles:

CHECK ONE OPTION BELOW:

☑️ Award Marriott Reward Points to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)
Marriott Rewards Member Name
Marriott Rewards account number

☐ Award Airline Miles to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)
Marriott Rewards Member Name
Marriott Rewards account number
Airline frequent flier account number
Name of airline

☐ Decline to Award Marriott Rewards Points or Airline Miles. The Contact and the Authorized Signer of this Agreement elect not to receive (and hereby waive the right to receive) an award of Marriott Reward points or airline miles in connection with the Event.

The number of Marriott Reward Points or airline miles to be awarded shall be determined pursuant to the Marriott Rewards Terms and Conditions, as in effect at the time of award. The Marriott Rewards Terms and Conditions are available on-line at marriott.com (www.marriott.com/rewards), and may be changed at the sole discretion of Marriott Rewards at any time and without notice.

The individual(s) identified above to receive either Marriott Rewards points or airline miles may not be changed without such individual(s)’ prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than Marriott Rewards points. All Marriott Rewards Terms and Conditions apply (see www.marriott.com/rewards).
ACCEPTANCE

When presented by the Hotel to Assam Association of North America, this document is an invitation by the Hotel to Assam Association of North America to make an offer. Upon signature by Assam Association of North America, this document will be an offer by Assam Association of North America. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Assam Association of North America at any time prior to Assam Association of North America’s execution of this document, the outlined format and dates will be held by the Hotel for Assam Association of North America on a first-option basis until Wednesday, December 22, 2010. If Assam Association of North America cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel’s option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, Assam Association of North America and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by Assam Association of North America.

Name: (Print) Maitreyee Angob; Gautam L Baruah; Dipak Kaula
Title: (Print) Member, AANA; Life Member, AANA
Signature: [Signature]
Date: 12/19/2010

Approved and authorized by Hotel:

Name: (Print) Brittany Hall /scp
Phone (847) 318-1236 / Fax (847) 789-9233
Title: (Print) Sales Manager
Signature: [Signature]
Date: 12/20/2010
Contract Addendum and Letter of Agreement

Gautam Baruah
Assam Association of North America

Dear Dr. Baruah,

This will confirm the changes in your guest room count as per your request. The information below reflects these changes effective today May 18, 2011. All provisions, as set forth in the original contract, with regard to room guarantees are in effect. The changes below will become part of that contract. As of today, Assam Association of North America is responsible for 220 room nights with 80% of these room nights as their commitment. In order to accept this change, a signed original of this addendum must be returned by May 18, 2011. This will ensure the space will be held for your group.

Per the contract the Hotel has increased the room block with the additional 100 room nights
This addendum is for rooms above the contracted room nights.

Original Room Block

<table>
<thead>
<tr>
<th>Date</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/01/2011</td>
<td>07/02/2011</td>
<td>07/03/2011</td>
</tr>
<tr>
<td>Single Rate</td>
<td>$89.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Block:</td>
<td></td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

New Room Block

<table>
<thead>
<tr>
<th>Date</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/01/2011</td>
<td>07/02/2011</td>
<td>07/03/2011</td>
</tr>
<tr>
<td>Single Rate</td>
<td>$89.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Block:</td>
<td></td>
<td>74</td>
<td>80</td>
</tr>
<tr>
<td>Current Block</td>
<td></td>
<td></td>
<td>79</td>
</tr>
<tr>
<td>New Room Block</td>
<td></td>
<td>98</td>
<td>116</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>119</td>
</tr>
</tbody>
</table>

Thank you for your assistance and for the updated information and please call me with any further questions. I look forward to working with you on your program.

Accepted by Nancy Kucera
Event Manager
On behalf of Oak Brook Hills Resort and Conference Center

Accepted by Dr. Gautam Baruah
Title CHAIRMAN, HOST COMMITTEE
On Behalf of Assam Association of North America

Signature
Date

Marriott Confidential and Proprietary Information
Agreement between Sheraton Cavalier Calgary Hotel and 33rd Assam Convention 2012

Event Name: 33rd Assam Convention 2012
Contact Name: Mr. Anup Goswami
              496 Teracove Estate Dr. NE
              Calgary, AB, T3J 4S7

Telephone: (403) 400-0113
Facsimile: (403) 259-6506

Contract Return Date: Friday October 7, 2011
Sales Contact: Jennifer Cavan

Telephone: 403-250-6373
Facsimile: 403-250-6349

RE: Assam Conference

Event Dates: Saturday, June 30, 2012 - Sunday, July 01, 2012

33rd Assam Convention 2012 and The Sheraton Cavalier Hotel, Calgary agree as follows:

If this agreement is not mutually executed by Fri, October 7 2011, the room block will be automatically released.

Guest Rooms: This Agreement applies to the following block of guest rooms (the “Room Block”):

<table>
<thead>
<tr>
<th></th>
<th>Fri 06/29</th>
<th>Sat 06/30</th>
<th>Sun 07/01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Guestroom</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

Total Guest Room Night Commitment: Group’s total guest room night commitment is 120.

Cut-off Date: The “cut-off date” for reserving rooms in the Room Block is 5:00 p.m. local time at Hotel on June 15, 2012. After the cut-off date, it is at Hotel’s discretion whether to accept additional reservations, which will be subject to prevailing rates and availability. Failure to reserve rooms in the Room Block prior to the cut-off date does not reduce Group’s total guest room night commitment and does not impact the “Attrition” or “Cancellation” provisions below.

Guest Room Rates:
The Sheraton Cavalier is pleased to offer the following special rates for your event:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single Rate</th>
<th>Double Rate</th>
<th>Triple Rate</th>
<th>Quad Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Guestroom</td>
<td>119.00</td>
<td>119.00</td>
<td>134.00</td>
<td>149.00</td>
</tr>
</tbody>
</table>

All rates are quoted in Canadian funds and are net, non-commissionable. Rates are subject to 5% goods and services tax, 4% Alberta tourism levy, and 3% destination marketing fee. Taxes may be subject to change.

The guest room rates established for Group’s meeting will be offered two days prior and two days after the meeting dates as indicated on the first page of this Contract, subject to availability of guest rooms at the time of reservation.

Guestroom Reservation Method: – Individual Reservations

As your delegates are responsible for making their own individual reservations, this can be done by contacting our Reservations Department at 403-291-0192 or groupres@sheratoncaorneys. Delegates must identify themselves as being with 33rd Assam Convention 2012 in order to qualify for your group rate.

The “cut-off date” for accepting reservations into this room block is June 15, 2012. Reservations requests received after 5:00 p.m. local time at the Hotel on the cut-off date will be accepted on a space and rate availability basis.

Delegates making their own reservations will be required to provide a credit card number or a deposit equal to one night’s room rates and taxes to guarantee the reservation.

Check In Procedures: Please ensure that each individual attending your event is aware of the check-in requirements, as some of these procedures may have changed recently due to security enhancements in the hospitality industry.

Initial
Photo identification is required at check in.

A valid credit card is required at check in. Pre-authorization will be obtained in the amount of the stay including all taxes plus $150.00 security deposit for incidentals. If no credit card is available, we will accept third party credit card authorization forms faxed to the hotel 24 hours in advance. Please contact your Account Manager to obtain this form.

An optional cash deposit is also available in the amount of the total stay including taxes plus $150.00 security deposit for incidentals. Interac is available upon check-in.

Please be advised that these policies and procedures have been adopted for the protection of our guests and our hotel. If you are aware of an attendee that will be unable to meet these requirements, we ask that you notify us in advance to discuss further, as access to the guestroom will be denied without the above requirements.

Meeting and Function Space:

Based on your requirements, we have reserved meeting and function space as shown on the following schedule of events at the rates indicated, plus applicable taxes, service charge and gratuity;

33rd Assam Convention 2012
June 30, 2012 - July 1, 2012

SCHEDULE “A”

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Function</th>
<th>Room</th>
<th>Setup</th>
<th>Agr</th>
<th>Room Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/30/2012</td>
<td>8:00 AM</td>
<td>1:00 AM</td>
<td>Meeting</td>
<td>Sheraton Ballroom</td>
<td>Theatre</td>
<td>300</td>
<td>900.00</td>
</tr>
<tr>
<td>6/30/2012</td>
<td>8:00 AM</td>
<td>24 hour</td>
<td>Office</td>
<td>Barlow Room</td>
<td>To be announced</td>
<td></td>
<td>210.00</td>
</tr>
<tr>
<td>6/30/2012</td>
<td>8:00 AM</td>
<td>1:00 AM</td>
<td>Breakout Room</td>
<td>Canadian Room</td>
<td>To be announced</td>
<td></td>
<td>430.00</td>
</tr>
<tr>
<td>6/30/2012</td>
<td>8:00 AM</td>
<td>1:00 AM</td>
<td>Breakout Room</td>
<td>Canadian Room</td>
<td>To be announced</td>
<td></td>
<td>430.00</td>
</tr>
<tr>
<td>6/30/2012</td>
<td>8:00 AM</td>
<td>1:00 AM</td>
<td>Meal Room</td>
<td>McKnight Ballroom</td>
<td>Rounds and Longs</td>
<td>185</td>
<td>775.00</td>
</tr>
<tr>
<td>6/30/2012</td>
<td>8:00 AM</td>
<td>8:00 PM</td>
<td>Meal Room</td>
<td>Alberta Room</td>
<td>Rounds of 8</td>
<td>56</td>
<td>400.00</td>
</tr>
<tr>
<td>6/30/2012</td>
<td>8:00 AM</td>
<td>8:00 PM</td>
<td>Meal Room</td>
<td>Alberta Room</td>
<td>To be announced</td>
<td></td>
<td>210.00</td>
</tr>
<tr>
<td>7/1/2012</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Meeting</td>
<td>Sheraton Ballroom</td>
<td>Theatre</td>
<td>300</td>
<td>900.00</td>
</tr>
<tr>
<td>7/1/2012</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Breakout Room</td>
<td>Canadian Room</td>
<td>To be announced</td>
<td></td>
<td>430.00</td>
</tr>
<tr>
<td>7/1/2012</td>
<td>8:00 AM</td>
<td>5:00 PM</td>
<td>Meal Room</td>
<td>McKnight Ballroom</td>
<td>Rounds and Longs</td>
<td>185</td>
<td>775.00</td>
</tr>
<tr>
<td>7/1/2012</td>
<td>8:00 AM</td>
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<td>Alberta Room</td>
<td>To be announced</td>
<td></td>
<td>430.00</td>
</tr>
</tbody>
</table>

Function space for events is booked only for those times indicated on a contract. Set up and dismantle times, if required, should be specified at the time of booking and an additional charge may apply.

Any additional meeting space requested will be provided based upon availability at prevailing rates, plus applicable taxes, gratuity and/or service charge.

The Sheraton Cavalier reserves the right to reassign function space. Final approval must be received from your Convention Manager before publishing meeting room names. Rental charges are based on the meeting outline, attendance and sleeping room block established. Any changes to and/or additional requirements that are not outlined in this document may result in additional charges.

Reduced Meeting Space Cost: The meeting and banquet space will be made available at the discounted rates specified below based on your current meal requirements and your utilization of the number of guestrooms indicated in your room block. If your actual guestroom usage drops, the following rental charges will apply:

<table>
<thead>
<tr>
<th>Total Room Nights Utilized</th>
<th>Rental Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Room Nights: 120</td>
<td>PAY 0% of prevailing rental charge</td>
</tr>
<tr>
<td>Over 96 total room nights</td>
<td>PAY 0% of prevailing rental charge</td>
</tr>
<tr>
<td>Between 95 – 72 room nights</td>
<td>PAY 50% of prevailing rental charge</td>
</tr>
<tr>
<td>Under 71 room nights</td>
<td>PAY 100% of prevailing rental charge</td>
</tr>
</tbody>
</table>

Initial
**Food & Beverage:** Due to licensing requirements and for quality control, all food and beverage served at the hotel must be supplied and prepared by Hotel Banquet Department. Sheraton Cavalier Calgary Hotel is to be the sole provider of food & beverage. If items are brought in without prior approval, up-charges will apply. Menu prices will be confirmed on Banquet Event Orders (BEOs). The following additional amounts will be added to all food and beverage charges: (1) Service Charge: 18% of the total food and beverage revenue (plus all applicable taxes) will be distributed to employees; and (2) Administrative Charge: 0% of the total food and beverage revenue (plus all applicable taxes) will be retained by Hotel to cover discretionary costs of the event, and is not a tip, gratuity, or service charge for employees. Food ordered from other outlets within the hotel does not qualify towards food and beverage minimum requirements.

*Taj Mahal Restaurant Calgary is the sole provider of any outside East Indian food within the hotel. Any breach of this policy will result in additional charges.*

**Minimum Revenue:** This Agreement will generate revenue for Hotel from a variety of sources, including guest rooms, food & beverage, and charges for ancillary services. The minimum revenue anticipated by Hotel under this Agreement (excluding taxes and other charges) is:

| Minimum Guest Room Revenue (# of room nights in Room Block x average Rate): | $14,280.00 |
| Minimum Food & Beverage Revenue (based on committed food & beverage minimum): | $12,320.00 |
| Estimated Other Revenue: | $5,430.00 |
| **Total Minimum Revenue:** | **$32,030.00** |

If Group does not fulfill all of its commitments or cancels this Agreement, Group agrees that Hotel will suffer damages that will be difficult to determine. The "Attrition" and "Cancellation" provisions below provide for liquidated damages agreed upon by the parties as a reasonable estimate of Hotel's losses and do not constitute a penalty of any kind.

**Attrition:** Group will meet its minimum revenue requirements under this Agreement if it fulfills its Minimum Food & Beverage Revenue commitment above and its Adjusted Minimum Guest Room Revenue commitment based on the attrition allowance below.

| Adjusted Minimum Guest Room Revenue: 80% of Minimum Guest Room Revenue = $11,424.00 |

This attrition allowance does not apply if Group cancels the Agreement or does not hold the event at Hotel. If Group holds the event at Hotel, but does not fulfill its Adjusted Minimum Guest Room Revenue commitment, it will pay Guest Room Attrition Damages (plus all applicable taxes) as a reasonable estimate of Hotel's losses as follows:

**Guest Room Attrition Damages = Adjusted Minimum Guest Room Revenue minus actual guest room revenue from Room Block**

If Group does not fulfill its Minimum Food & Beverage Revenue commitment, it will pay the difference between its Minimum Food & Beverage Revenue commitment and its actual food & beverage revenue (plus all applicable taxes).

**Cancellation:** If Group cancels this Agreement, Group will provide written notice to Hotel, accompanied (except in the case of a Force Majeure) by payment of the amounts indicated below:

| From the Agreement Date to Thursday March 1, 2012: | 50% of Total Minimum Revenue = $16,015.00 |
| After Thursday March 1, 2012 | 100% of Total Minimum Revenue = $32,030.00 |

The parties agree that the amounts included in this Cancellation clause are reasonable estimates of the losses that would be incurred by Hotel and factor in Hotel's ability to mitigate its losses through resale.

**Payment Options:** Payment will be made as indicated below. Please check applicable option.

| Guest rooms (including taxes and automatic or mandatory charges): | ☐ Group ☑ Guests |
| Event Food & Beverage (including taxes, service charges, and administrative charges): | ☑ Group ☐ Guests |
| Incidental charges: | ☐ Group ☑ Guests |

**Master Account:** Hotel will set up a "Master Account" for Group for payment of charges under this Agreement. Group must review all charges billed to the Master Account to ensure accurate billing.

All invoices will be in Canadian Dollars.

**Deposit Schedule:** A deposit of $5000.00 is due by November 25, 2011

Initial
Function Payment Procedure:

Pre Authorized by Credit Card: It is understood that 33rd Assam Convention 2012 will settle the master account on departure. Group will settle master account by cheque. Please supply the following information:

Credit Card Number: __________ 3733 803552 04004
Expiry Date: _______________ 09 / 14
Cardholders Name: __________ ARUP GOSWAMI
Authorized Signature: ______________________

Credit Card Billing: Subject to the terms and conditions of this Agreement, Hotel will accept Credit Card payments for all Transactions. Hotel shall honor valid Credit Cards properly tendered for use. For purposes of this contract, “Credit Card” means a credit card issued pursuant to the rules and regulations (the “Rules”) of American Express, Diners Club International, Discover Card, MasterCard Visa, or any “Credit Card” for which Hotel provides processing.

Payment: Unless direct billing has been established, Group will pay the estimated amount of the Master Account as shown on the deposit schedule. Group will advise Hotel of its expected method of payment of the Master Account at least 30 days in advance of Friday, June 29, 2012. If Group will pay using a credit card honored by Hotel, a valid credit card must be provided to Hotel no later than Friday, June 29, 2012, and all Master Account charges will be charged to such credit card at departure. Any amounts not paid at departure will accrue interest at 1½% per month from the date of departure. Upon application and review by Hotel, Hotel may elect to extend direct billing privileges to Group. If direct billing has been established, payment of all undisputed amounts is due within 30 days of Group’s receipt of invoice from Hotel, and if not paid within 30 days will accrue interest at 1½% per month from date of departure. Group must notify Hotel of any disputes within 5 business days of Group’s receipt of invoice from Hotel or disputes will be considered waived. If Hotel determines after establishing direct billing or a deposit schedule that Group’s credit status has changed negatively, Hotel may require payment of all estimated Master Account charges no later than 14 days before Friday, June 29, 2012.

Concessions:

| Complimentary Rooms: | Hotel is pleased to provide one complimentary traditional guestroom accommodation per 50 cumulative accommodation nights actually paid for during the program. |

Stargroups Website: Hotel will create a free customized website for Group’s event or meeting through a product known as Stargroups. This customized website will allow attendees to book their hotel reservations online, and may also include personalized information about the event or meeting, including content, links to Group’s website, and dining, entertainment, and city information. This website will also allow you to access group reports which show the number of individuals that have booked guest rooms using the website. The website’s unique URL will be distributed to Mr. Arup Goswami, or to such other person designated by Group, for distribution to members and other attendees.

Use of Event and Function Space: To protect the safety and security of all Hotel guests and property, Group will obtain Hotel’s advance written approval before using items in event and function space that could create noise, noxious odors or hazardous effects (e.g., loud music, smoke or fog machines, dry ice, confetti cannons, candles, or incense) and before engaging in any activities outside of the reserved function rooms (e.g., registration table). Group will obtain any required Fire Marshall or other safety approvals, and will pay any expenses incurred by Hotel as a result of such activity, such as resetting smoke or fire alarms or unusual clean up costs.

Security: Hotel does not provide security in the event and function space and all personal property left in the event or function space is at the sole risk of the owner. Group will advise its attendees that they are responsible for safekeeping of their personal property. Hotel may reasonably require Group to retain security personnel in order to safeguard guests or property in Hotel. Security personnel are not authorized to carry firearms without advance Hotel approval.

Noise: In order for the Hotel to provide a suitable environment for all guests and other groups in-house, Group agrees that Hotel has the right in its reasonable discretion to restrict noise to a reasonable level. Group agrees to notify the Hotel in writing if any of its events or activities while on property will include music, loud speakers, cheering, singing, shouting, or other loud noises. The Hotel shall have the right to require that the Group discontinue or reduce noise that is disrupting other guests or events. If Group does not comply, Group agrees to reimburse Hotel for the value of any concessions or amounts paid to disturbed guests or groups as a result of disturbance caused by Group.
Audio-Visual & 3rd Party Supplier: The Hotel has an agreement for full service, on-site audiovisual production with PSAV Audio & Visual, and is confident that PSAV Audio & Visual will provide exceptional service for your Group's event and will make every effort to meet Group's budgetary requirements. Hotel recognizes that Group may instead elect to use a third party supplier of audiovisual services ("Third-Party Supplier"). Group agrees to inform Hotel of any decision to bring in a Third-Party Supplier a minimum of sixty (60) days prior to your event to ensure that such Third-Party Supplier has full copies of Hotel's Audio Visual Service Standards, Hotel Regulations and Costs associated with both, prior to the planning process. Upon receipt of such notice, a Sales, Convention Service or Catering manager from the Hotel will provide Group with an addendum which addresses Third-Party Supplier compliance to the Audiovisual Service Standards and Hold Harmless Agreement and must be signed by either Group or its Third-Party Supplier a minimum of forty-five (45) days prior to Group's event. Please know that each standard is focused on customer service, protection of property and Hotel guest safety and security and must be followed by all Third-Party Suppliers providing services at the Hotel.

Relocation: If any guest room reservation cannot be accommodated by Hotel, Hotel will provide: (1) accommodations at a comparable Hotel reasonably nearby at no charge for the first night; (2) one complimentary round trip ground transportation between Hotel and the alternate hotel for each day the guest is displaced; (3) one 5 minute phone call and necessary arrangements for forwarding of the displaced guest's telephone messages and mail; (4) an offer to relocate the displaced guest back to the first available guest room; (5) upgraded accommodations at Hotel upon return (if available) and a welcome expression from the General Manager; and (6) credit to Room Block for any nights that guests are displaced.

Disclosure: Group will be responsible for determining to whom it needs to disclose any terms of this Agreement, including any commission or rebate that it may receive. Group will disclose to all Group attendees the type and amount of all automatic and mandatory charges that will be charged to them by Hotel.

Laws and Policies: Each party will comply with all applicable federal, state and local laws (including the Americans with Disabilities Act) and Hotel rules and policies. Group will be responsible for providing its disabled members with auxiliary aids in connection with any Group events or activities. Upon Group's reasonable request, Hotel will cooperate with Group to provide services on behalf of Group's disabled attendees.

Privacy: Group will obtain all necessary rights and permissions prior to providing any personally identifiable information ("PII") to Hotel, including all rights and permissions required for Hotel, Starwood Hotels & Resorts Worldwide, Inc. ("Starwood"), Starwood affiliates, and service providers to use and transfer the PII to locations both within and outside the point of collection (including the United States) in accordance with Starwood's privacy statement (www.starwoodhotels.com/corporate/privacy_policy.html) and applicable law.

Confidential Information: Group and Hotel will each take reasonable steps to keep all confidential information provided by the other party confidential and to identify information as confidential when shared. Confidential information will not include: (1) information that is publicly available; (2) PII, which will be handled by the parties in accordance with the "Privacy" provision above; or (3) information that is left or discarded in event rooms, public space or guest rooms.

Insurance: Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

Indemnification: Each party will indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims resulting from its breach of this Agreement or the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members or participants when acting within the scope of their employment or agency. Neither party will be liable for punitive damages.

Dispute Resolution: The parties will resolve any controversy, claim or dispute of any kind or description arising out of or relating to this Contract through binding arbitration before one arbitrator conducted in accordance with the Rules of Arbitration of the International Chamber of Commerce or the Canadian Commercial Arbitration Centre. The arbitration will be held in the city where the hotel is located with all proceedings conducted in English. The law of the province where the hotel is located will be the governing law. The parties agree that the Arbitration Award will be enforceable in any court in any country or location having jurisdiction over a party against whom enforcement is sought. The prevailing party in any arbitration or court proceeding relating to this contract or enforcement of any arbitration award will be entitled to recover attorneys' fees and costs including expert witness and arbitration fees and pre and post judgment interest. In addition, Group shall be responsible for payment of attorneys' fees and interest associated with Hotel's efforts to collect monies owed under the terms of this Contract.

Force Majeure: If acts of God or government authorities, natural disasters, or other emergencies beyond a party's reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, such party may terminate this Agreement upon written notice to the other party without liability.

Notice: Any notice required or permitted by the terms of this Agreement must be in writing.

Assignment: Group may not assign or delegate its rights or duties under this Agreement without Hotel's prior approval.

Severability: If any provision of this Agreement is held to be invalid or unenforceable that provision will be eliminated or limited to the minimum extent possible, and the remainder of the Agreement will have full force and effect.

Waiver: If either party agrees to waive its right to enforce any term of this Agreement, it does not waive its right to enforce any other terms of this Agreement.
**Tradeshow, Exhibits & Displays:** Should any booth or display be utilized, separate negotiations with your Sales Account Executive will be required to ensure we can appropriately accommodate. An "Exhibit Space Rider" will be required. Please be advised that without proper notification in advance group may risk cancellation without consideration of penalty.

**Starwood Preferred Planner:** Starwood Preferred Planner points, awarded through the Starwood Preferred Guest Program, are available to qualified meeting planners for business contracted through the sales and catering departments of participating Starwood Hotels & Resorts Worldwide, Inc.

The client acknowledges that such points have been offered in connection with the rooms and services purchased under this Contract, and that client consents to the awarding of such points as set forth below. If the signatory of this Contract is one of the individuals listed below, such signatory, by signing this Contract, represents and warrants that he/she is authorized by client to accept such points. Once full payment is received by Hotel for the rooms and services purchased under this Contract, points will be awarded according to the Starwood Preferred Planner Program Rules to the following person(s) and/or charitable organization(s) up to a maximum of three recipients:

<table>
<thead>
<tr>
<th>Member Name or Charity Organization</th>
<th>Starwood Preferred Planner Membership Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ARUP GOSWAMI</td>
<td>42650004455</td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
</tbody>
</table>

**Storage & Materials Handling:** The Sheraton Cavalier Hotel is not responsible for storage or materials handling. Please ensure that you have made prior arrangements for storage or materials handling before any shipment to the Sheraton Cavalier Hotel.

Arrangements must be made with our Conference Services/Catering office. Materials being delivered to the Sheraton Cavalier Hotel must not be delivered prior to seventy-two (72) hours prior to the start of the event. All materials should be clearly labeled with the function name and function date. Handling & storage fees may apply. For further information and pricing please see attached Schedule “B”

This Agreement constitutes the entire agreement between the parties, supersedes all other written and oral agreements between the parties concerning its subject matter, and may not be amended except by a writing signed by Hotel and Group.

**ACCEPTED AND AGREED TO:**

On Behalf of 33rd Assam Convention 2012

Customer Signature - Mr. Arup Goswami

President

Title

Date October 04, 2011

On Behalf of the Sheraton Cavalier:

Account Executive - Jennifer Cavan

Date Oct 5, 2011

If contract not received before due date The Sheraton Cavalier Hotel Calgary as the right to release all space

Initial
**SCHEDULE B - Shipping Instructions and Handling Fees**

If you are sending materials to the hotel for use in a banquet room, please ship to arrive no earlier than three (3) days prior to the event. Items must be labeled as follows.

Name of Group and on-Site Contact – address to the person that will be looking for it
c/o Sheraton Cavalier Hotel Calgary
2620 32nd Avenue NE
Calgary, AB T1Y 6B8
Hold for __________________ Conference
Box (es) __________ of __________ (Multiple boxes MUST be numbered)

Box deliveries will be assessed a handling fee determined by weight. Prices indicated in table below. These charges will be posted to your Master Account. The hotel will not be responsible for the safe keeping of personal or rented equipment.

**Shipping & Receiving Costs**

<table>
<thead>
<tr>
<th>In – Bound Package Handling Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 5 pounds</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>6 to 20 bounds</td>
<td>$10.00 each</td>
</tr>
<tr>
<td>21 to 50 pounds</td>
<td>$15.00 each</td>
</tr>
<tr>
<td>51 pounds and over</td>
<td>$25.00 each</td>
</tr>
<tr>
<td>Crates</td>
<td>$50.00 each</td>
</tr>
<tr>
<td>Pallets</td>
<td>$75.00 each</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outbound Package Handling Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 50 pounds</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>51 pounds and over</td>
<td>$10.00 each</td>
</tr>
<tr>
<td>Crates</td>
<td>$50.00 each</td>
</tr>
<tr>
<td>Pallets</td>
<td>$75.00 each</td>
</tr>
</tbody>
</table>
Please register your arrival at the ACC2011 Counter in the East Foyer after checking in to the hotel to receive color-coded Registration Wristbands for each member of your group. These bands are to be worn through the duration of the Convention for meals and event attendance. Discounted Rates for Registered ACC 2011 Attendees at Windows Restaurant on Friday and Saturday. *You will be required to display your Registration Band to your server.*

**CONVENTION AGENDA**

**Friday, July 1**

7:00 pm  
Registration Begins  
East Foyer

8:30 – 10:30 pm  
FRIDAY NIGHT MASTI! Participative Entertainment  
Courts A-D stage

**Saturday, July 2**

8:00 am onwards  
Breakfast on Your Own  
Windows Restaurant

9:00 am onwards  
Registration Continues  
East Foyer

9:00 – 10:00 am  
Meet & Greet – Cultural/Children’s Show Participants  
Westmont & Windsor

10:00 – 11:00 am  
Bihu Workshop  
Butler

10:30 – 11:30 am  
Assam Trivia  
Ballroom

11:30 – 12:00 noon  
Fashion Show Rehearsal  
Ballroom

12:00 – 1:00 pm  
Lunch on Your Own  
Ballroom

1:15 – 2:00 pm  
Official Inauguration  
Ballroom

2:00 – 3:00 pm  
ASSNA Meeting – Release of *Luitor Pora Mississippi*  
Canterbury

2:00 – 4:00 pm  
Children’s Cultural Program  
Ballroom

For the Young – and the Young at Heart

4:00 – 4:30 pm  
*Aabelir Saah* – Afternoon Tea Break  
East Foyer

4:30 – 6:00 pm  
Fashion Show  
Ballroom
### Saturday, July 2 (continued)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 – 6:30 pm</td>
<td>Pre-Dinner Break</td>
<td>You Decide Venue</td>
</tr>
<tr>
<td>6:30 – 7:45 pm</td>
<td>Indian Dinner</td>
<td>Marquis (lower level)</td>
</tr>
<tr>
<td>8:00 – 9:45 pm</td>
<td>Adult Cultural Program I</td>
<td>Ballroom</td>
</tr>
<tr>
<td>9:45 – 10:00 pm</td>
<td><em>Ratir Saah</em> – After Dinner Tea Break</td>
<td>East Foyer</td>
</tr>
<tr>
<td>10:00 – 12:00 am</td>
<td><em>Zubeen &amp; Zublee LIVE!</em></td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:00 – 2:00 am</td>
<td>DJ, High Energy Fun</td>
<td>Prince of Wales</td>
</tr>
<tr>
<td></td>
<td>Late Night Socializing</td>
<td>Ballroom</td>
</tr>
</tbody>
</table>

### Sunday, July 3

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am ..</td>
<td>Breakfast on Your Own</td>
<td>Windows Restaurant</td>
</tr>
<tr>
<td>9:00 am onwards</td>
<td>Registration</td>
<td>East Foyer</td>
</tr>
<tr>
<td>9:00 – 10:00 am</td>
<td>Yoga Workshop</td>
<td>Butler</td>
</tr>
<tr>
<td>10:00 – 1:00 pm</td>
<td>Exhibition - Prized Assamese Artifacts &amp; Handicrafts</td>
<td>Windsor</td>
</tr>
<tr>
<td></td>
<td><em>Please submit exhibition items 8:30 – 9:00 am at room</em></td>
<td></td>
</tr>
<tr>
<td>9:00 – 12:00 noon</td>
<td>General Body Meetings - AANA &amp; AFNA</td>
<td>Canterbury</td>
</tr>
<tr>
<td>10:30 – 12:30 pm</td>
<td>Children’s Program</td>
<td>Ballroom</td>
</tr>
<tr>
<td>11:30 – 12:30 pm</td>
<td>Youth Forum</td>
<td>Prince of Wales</td>
</tr>
<tr>
<td>12:30 – 1:30 pm</td>
<td>Lunch</td>
<td>Courts A-D</td>
</tr>
<tr>
<td>2:00 – 2:45 pm</td>
<td>Magic Show – for the Young - and the Young at Heart!</td>
<td>Ballroom</td>
</tr>
<tr>
<td>2:45 – 3:15 pm</td>
<td><em>Aabelir Saah</em> - Afternoon Tea Break</td>
<td>East Foyer</td>
</tr>
<tr>
<td>3:15 – 4:00 pm</td>
<td>Chorus Competition – Come and Cheer Them On!</td>
<td>Ballroom</td>
</tr>
<tr>
<td>4:00 – 5:30 pm</td>
<td>Adult Cultural Program II</td>
<td>Ballroom</td>
</tr>
<tr>
<td>5:30 – 6:30 pm</td>
<td>Pre-Dinner Break</td>
<td>You Decide Venue</td>
</tr>
<tr>
<td>6:30 – 8:00 pm</td>
<td>Dinner</td>
<td>Courts A-E</td>
</tr>
<tr>
<td>8:00 – 9:45 pm</td>
<td>Adult Cultural Program III</td>
<td>Ballroom</td>
</tr>
<tr>
<td>9:45 – 10:00 pm</td>
<td><em>Ratir Saah</em> – After Dinner Tea Break</td>
<td>East Foyer</td>
</tr>
<tr>
<td>10:00 – 12:00 am</td>
<td><em>Zubeen &amp; Zublee GRAND FINALE!</em></td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:00 – 2:00 am</td>
<td><em>Mukoli Bihu, Final Masti, Socializing</em></td>
<td>Ballroom</td>
</tr>
</tbody>
</table>
AGENDA
June 29th, 30th & July 1st 2012
33rd ASSAM CONVENTION, CALGARY 2012

AGENDA

Friday, June 29, 2012 (Main Hall)

6:00 pm onwards: Registration starts
- Meet & Greet
- Tea & Snacks
- Cash Bar Open

7:30 – 10:00 pm: Extempore Singing & Musical performances - free format for all

Saturday, June 30, 2012 (Main Hall)

8:00 a.m. onwards: Breakfast on your own

9:00 – 11:00 am.: Stage open for rehearsals, Performers meet Stage Manager Suman Chakraborty

11:00 – 12:00 noon: Presentation of developing issues related to Assam

12:00 – 1:30 pm: Lunch

1:30 – 3:30 pm: Inauguration Program
- Gautam Lal Baruah to declare the convention open
- Introduction to Guests and Artistes.
- Lighting of the Lamp
- National Anthems (O Canada / Jana Gana Mana)
- Safety Information & Housekeeping
- Introduction to Host Committee and Guest Artists
- Welcome speech by President of Host Committee
- Speech by AANA spokesperson
- Speech by AAFNA spokesperson
- Address by Minister of Services Alberta: Mr. M. Bhullar

Borgeet by Singer Bornali Kolita
Tribute to Bhupen Hazarika

Remembrance of Dr. Bhupen Hazarika and his life achievements – By Tez Hazarika, Rubi Petal

3:30 – 4:00 pm: Chorus Competition (Anima Chakravartty Memorial)

4:00 – 4:30 pm: Tea Break

4:30 – 6:00 pm: Announcement of Chorus Competition Winner & Commencement of Cultural Show

4:30 pm: Welcome to Calgary - Line Dance
4:35 pm: Goalporia Loka geet – Papori Borthakur
4:40 pm: Recitation to honor Bhupen Hazarika by Roopa Sharma
4:45 pm: Marathi Dance by Children of Calgary
4:50 pm: Musical performance by Arup Goswami & Suman Chakraborty
4:55 pm: Poem Recitation by Mallika Rahman
5:00 pm: Waka Waka - Modern Dance by Maya Dutta Boruah
5:05 pm: Song by Debojeet Baruah
5:10 pm: Dance tribute to Bhupen Hazarika by Arpita Gogoi
5:15 pm: Assamese Skit – “Bilati Pitha”
5:40 pm: Bistirna Parore – Dance by Alpona Baruah
5:45 pm: Flute recital by Debo Bora
5:50 pm: Goalparia Song by Papori Borthakur
5:55 pm: Bihu Group Dance

6:00 – 7:30 p.m.: Dinner

7:30 pm: AANA’s Tribute to Bhupen Hazarika
7:45 pm: “Mahut Bandhu Re” - Musical journey - Saumya and Sumana Barua
8:15 – 9:30 pm: Star Guest Artiste Performance
9:30 - 10:00 pm: Tea Break
10:00 – 10:15 pm: AANA Recognition & Addressable
10:15 – 12:45 am: Star Artistes’ Performance

Close out & announcement of Program for the next day.

Saturday, June 30, 2012 – (Parallel Agenda at a different Hall)
9:00 - 11:00 am: AFNA meeting at Canadian North Room
11:00 – 12:00 noon - TBA
10:00 – 12:00 noon: Youth Forum
12:00 – 1:30 p.m: Lunch
1:30 – 3:00 pm: Henna Art

Sunday, July 1, 2012 (Main Hall)
8:00 am: Breakfast on your own
9:00 – 11:00 am: Fashion Show rehearsal
11:00 – 12:00 noon: Documentary Video on Assam by Alpona Baruah
12:00 – 1:30 pm: Lunch
1:30 – 2:30 p.m.: Trivia
2:30 – 3:30 pm: Assamese Movie "Ahir Bhairav" by Ranen Sarma
3:30 – 4:00 pm: Children’s Program
3:30 pm Musical by Sukriti Sarma
3:45 pm: Bihu group Dance
3:50 pm: Keyboard performance by Omkar Apte
3:55pm: Bihu dance by Sneha Gohain
4:00 – 4:30 pm: Tea Break
5:00 – 5:30 pm: Fashion Show (Open to all)
5:30 pm: Kshatriya Dance by Suwodi Dutta Bordoloi
5:40 pm: Skit – “Calgorir Kolaguri”
6:00 – 7:30 pm: Dinner
7:30 pm: Bollywood Dance by Young Adults
7:35 pm: Tribute to Bhupen Hazarika by Stuti Patel & Aarti
8:00 pm: Hussori – Group Dance
8:10 pm: Song by Arpita & Partho Gogoi
8:15 pm: Poem by Alpona Baruah
8:20 – 10:00 pm: Star Guest Artistes’ Performance
10:00 – 10:30 pm: Tea Break
10:30– 1:00 am: Vote of Thanks and continuation of performance by Star Guest Artists

Sunday, July 1, 2012 (Parallel Agenda at a Different Hall)
9:00 – 11:00 am: AANA meeting in Canadian North
11:00 – 12:00 noon: AASNA meeting in Canadian North
12:00 – 1:30 pm: Lunch
1:30 – 2:30 pm: Exhibition of Art & interesting items
2:30 – 3:30 pm: Housie

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Appendix F: VISA PROCEDURES

Steps for B2 visa
1. Get a digital photograph of applicant
2. Complete visitor visa application form DS160
3. Pay the visitor visa application fee in HDFC Bank (Rs. 6580 visa fee + Rs.380 service fee)
4. Take appointment for visa interview
5. Go for visa interview at designated US consulate

Documents from US sponsor
Visa application form (Form DS-160 to be filled online)
Affidavit of Support (Form I-134)
Invitation letter for visitor visa
Letter to consulate
Bank Account Verification Letter
Proof of residence
Latest bank statements

Documents from Artiste
Passport
Affidavit of return
Proof of funds
PAN card
Passport Photos
Photo with your spouse/fiance
Confirmation Page of the DS-160 application
Barcode Confirmation Receipt
Interview Confirmation Letter
HDFC Bank Receipt - 1 Embassy Copy, 1 Individual Copy
Invitation/Sponsorship Letter
Other supporting documents provided by sponsor
Income Tax Returns (3 years)
Marriage Certificate
Bank Account Statement (for at least three months)
Property documents (ownership documents of house/flat or commercial property etc)
Proof of profession/employment (any contracts with TV channels, music companies etc)

Tips
Review DS-160 application prior to the interview....your replies should match the information you provided in the DS-160 form e.g. Address, Phone number, profession, Duration of Visit, Sponsor Arrive early - 8.30 am
Wear formal clothes
Be polite, respectful (Good morning, Thank you etc.) and confident; don't get nervous
Provide short, clear to-the-point replies; do not provide unnecessary information or argue with the interviewing officer
Show your honesty; do not let any doubts arise in interviewer's mind
Switch off phone and no texting please
Keep eye contact with officer while answering the questions
TEMPORARY RESIDENT VISA CHECKLIST

For all Temporary Resident Visa applicants

☐ Temporary Resident Visa Application form with three recent, original passport-sized photos

☐ Personal Information Form

☐ Use of a Representative form (IMM 5476)

☐ Personal documentation of applicant;
  ☐ Proof of employment/business ownership, partnership, business licenses/registration (for applicant and/or spouse)
  ☐ Letter from employer/school which indicates that applicant(s) have been granted leave
  ☐ Proof of personal funds
    ☐ Income Tax Returns for the past two years
    ☐ Bank Statements / bank books / bank certificates
    ☐ NB: Cash, travellers cheques or credit cards are not accepted as proof of funds

For Tourist Visitors

☐ Letter of invitation and/or statutory declaration of support

☐ Proof of immigration status of invitor (if invitor is private individual) - this may include a photocopy of a Canadian permanent resident card, passport, or citizenship card.

☐ Financial documentation of invitor:
  ☐ Notice of Assessment
  ☐ Proof of employment
  ☐ Proof of invitor’s existing funds

For Business Visitors

☐ Proof of ongoing business activities between Canadian company and applicant;
  ☐ Business correspondence
  ☐ Contracts between applicant/applicant’s business, and Canadian business
  ☐ Shipment orders/invoices / bills of lading for goods sold

For individuals seeking a transit visa
☐ Passport containing valid visa for final destination after transit
☐ Photocopy of visa for country to which applicant is travelling
☐ Photocopy of confirmed airline ticket

For Seamen

☐ Copy of seamen’s book
☐ Cover letter from employing company showing local contact information [phone number, address]
☐ Copy of employment contract of applicant
Requirements of Visitor Visa for Canada

1. Invitation Letter (Sample attached)
2. Affidavit (Sample attached) – to be signed by Notary Public.
3. Copy of Citizenship Card of the Guarantor - to be signed by Notary Public.
4. Bank Statement (Organization or the Guarantor)
5. Tax return of the Guarantor.
6. A supporting letter from local MP.
Program Participation Form

Program Information (Select Competitive or Non-Competitive Category appropriately):

**Non-Competitive Category**

- Type of Program
  - [ ] Song
  - [ ] Instrumental
  - [ ] Other

- Skit

**Competitive Category**

- Chorus Competition (Assamese songs only)
- Group Dance Competition (Any Indian dance)
- Assam Trivia (Each team must have four people)

**Type of Participation**

- [ ] Group
- [ ] Individual

Number of people

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Brief Description/Theme of Item (Limit 50 Words)

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Participant Information

**Participant's Age Category**

- [ ] 15 Years or Under
- [ ] Over 15 Years

**Participant's name(s):**

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**Parents' Names (optional):**

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**Address:**

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**Telephone Number(s):**

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**Email Address:**

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**Participant's Internet / YouTube Links of Past Performances (Please List)**

- Link 1:

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- Link 2:

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**Accomplishments/ Interesting Facts About Participant** (Limit 50 Words - to be used by the MC during program announcements)
RULES AND GUIDELINES FOR PARTICIPANTS

- The Program Participation Form must be received no later than April 1, 2011.

- The Program Participation Form should be submitted in one of the following two ways:
  - Download the form and email the filled out form to assamconvention2011@gmail.com. This is the preferred way.
  - Take a printout of the form and send the filled out form by regular mail to the following address:
    Enakshi Barua
    95 N Fiore Parkway,
    Vernon Hills, IL 60061, USA

- A separate form will be needed for each individual item (please don’t combine more than one item in one form)

- Participants of age of 15 or under will be considered for children’s programs. Participants over the age of 15 will be considered for adults’ programs.

- If you plan on emailing your form, please indicate on the email subject line whether it is for Adults Program or Children Program.

- Here are the guidelines on the duration of each type of program (including preparation and wrap-up time). Please try not to exceed these durations.
  - Song = 6 minutes
  - Dance = 8 minutes
  - Skit = 10-15 minutes
  - Instrumental = 6 minutes
  - For any other type, please specify on the form.

- We will try to accommodate as many requests for programs within the two cultural evenings. However, due to limited time during these evenings, it may not be possible to do so. The Cultural and/or Children’s Committees will do the due diligence and select programs that can maximize the degree of entertainment during the cultural evenings.

- You are encouraged to provide as to explain its uniqueness, its relevance to Assamese and Indian culture and how it can provide high quality entertainment during the cultural evenings.

- The sequencing and day/time of performance of the selected programs will be decided by the Cultural Committee and/or Children’s Committee.

- You are encouraged to provide any YouTube or other internet links depicting your any past performances.

- The program selection process will be completed by end of April, 2011. If your item is selected, you will be contacted by the Cultural and/or Children’s Committee.

- If you have any questions, please feel free to send an email to assamconvention2011@gmail.com
Dear Friends,

From Wild Rose Country, the Host Committee of Assam Convention 2012 is delighted to invite you all to the 33rd Assam Convention to be held at Calgary, Alberta, Canada from June 30th to July 1st, 2012.

We are looking forward to your wholesome participation. Come prepared to have a great time. With your dance, music and applause we strive to create the ambience of Assam’s traditions in joyous expressions of song, skit and dance. As we roll out the red carpet, we invite not only the Assamese Diaspora in North America, Europe and beyond, but our honoured and loved ones visiting this country during that time. We are planning an entrancing agenda for you. Renowned and upcoming performers, Bornali Kalita and Dikshu from Assam will be our featured artistes, along with our bevy of accomplished favorites, talented children and youth. The pitter patter of dancing feet and the lilting voices of performers will definitely ring in your ears for a long time. This is your annual opportunity to water your cultural roots, take pleasure in our rich heritage, nurture old friendships, and create memories. We have arranged some exciting tours under Explore Rockies for Banff National Park, Lake Louise, Jasper etc and details of various tours are indicated in the Convention Web Site. Deals for Major Airlines and Car Rental Company are also arranged as indicated in our website.

Once again we cordially invite all of you to the upcoming 33rd Assam Convention on June 30th and July 01, 2012 in Calgary, Alberta and convert it to a memorable vacation by explore the natural beauty, adventures, wild life in Canadian Rockies. Please visit our website www.assamconvention2012.com and register for the convention.

HOST COMMITTEE,
33rd ASSAM CONVENTION, 2012
Calgary, Alberta, Canada.