

## TCS Venue Entry/Exit Guidelines

- 1) Entry and Exit from TCS work area must be through Security Block only.
- 2) SCDM Lanyard & Badge would be provided to all attendees on arrival at the Registration desk which would be set up at TCS OLYMPUS A — Main Reception.
  - a. Attendees will have to return TCS specific Building / Visitor Pass if given while checking out of the building.
- 3) All occupants (including visitors) in TCS Premise must appropriately always display their identification badges & won't be allowed to any other floors.
- 4) **Delegates traveling via their own vehicle are requested to kindly share your Car Model and Car Number in advance to arrange the necessary parking approval since only authorized vehicles will be allowed to enter and park within TCS premises.**
  - a. All vehicles entering the offices will be checked & allowed to enter if they are in the list which would be shared in advance with TCS Security team.
- 5) **All baggage entering and exiting TCS office should go through X-ray scans and/or scan by Handheld Metal Detector (HHMD) for presence of prohibited material like Laptops, pen drives, cameras etc.**
  - a. Delegates visiting the premises to be **discouraged from carrying personal laptops, pen drives, expensive personal belongings**, and big size luggage.
  - b. In case you are travelling with the laptop, kindly share the details below in advance since there is a strict check-in process to be followed at the premises.

Name	Email ID	Mobile number	Laptop - Make	Laptop - Model	Laptop - Serial number	Tablet \ iPad Make	Tablet \ iPad Serial number

- c. All luggage would be properly scanned and kept in the luggage room on the Ground Floor.
- 6) Entry to any floors other than 15<sup>th</sup> Floor (Multi-Purpose Hall) will be strictly prohibited during the event.
- 7) Visitors to be disallowed from indulging in Videography/photography.