

India Trade Promotion Organisation
I.T. Services Division

Dated: 12th May, 2016

CIRCULAR NO: 31/2016

Subject : Updation of ITPO corporate website

The corporate website of ITPO (www.indiatradefair.com) was launched on 4th April, 2016, which should be used for communication and publicity by the users of ITPO. As per the approved design all the different fair website will be the microsities / webpages which will be accessible through corporate website.


2. In order to disseminate the fair information under these microsities / webpages, all the concerned divisions are requested to send the updated information of upcoming exhibitions to the IT Division latest by **18th May, 2016**. This information may be sent at webupdate@itpo.gov.in with a copy to ravipareek@itpo.gov.in. The data in the following format is to be provided for updation of fair information on ITPO's corporate website:

- a) Organisers (including co-organisers with details) and project team
- b) About Exhibition (circular/fact sheet/rules & regulations/how to apply etc.)
- c) Associates (partners/sponsors)
- d) Space Booking
- e) New Initiatives
- f) Gallery
- g) Business visitors' registration
- h) High resolution images having minimum width of 2000 pixels for the slider
- i) High resolution logo images both in .png & .jpeg formats
- j) Any other related information

3. The old fair specific websites are not being updated anymore and will remain open till 31 March, 2017 or updation of new fair microsities/webpages, whichever is earlier. It is the responsibility of the concerned division/fair officer to update the respective microsities / webpages.

4. In addition to above, all the concerned are also requested to provide the data, if any, for the "What's New" section under the corporate website.

This issue with the approval of the competent authority.


(ACM Kumar)
Sr. Manager

To: All HOD's

Copy for information to:
PS to CMD
PS to ED