

Terms & Conditions



RESPONSIBILITIES AS THE CAMPUS AMBASSADOR:

Promotion and Outreach

- Promote IBC among students of their institution through appropriate online and offline channels. It can be through relevant school clubs, student groups and personal networks, subject to your respective institutional rules.
- Share official IBC posters, registration links, event details, deadlines, rules, and announcements with prospective participants.
- Ensure that promotional activities are conducted in a respectful manner and do not disrupt academic activities or violate institutional policies.

Registration and Participant Assistance

- Direct participants to the official IBC registration platform and approved registration procedures.
- Ensure that participants receive the most recent and updated information provided by the Organising Committee.
- Regularly check official announcements and instructions.
- Encourage interested students to complete their registration before the relevant deadlines.

Communication with the IBC Team

- Maintain regular communication with the designated PA-in-charge
- Provide regular updates. These updates include, but not limited to:
 - Number of registrations generated through the CA.
 - Keeping track and collection of registration fee.
 - Respond to time-sensitive communications within the timeframe specified by the IBC team

DATA AND PARTICIPANT INFORMATION:

Any participant information accessed, received, or collected by a CA may only be used for purposes directly related to IBC. Because CAs may come into contact with participant information, all participant information, including phone numbers, email addresses and any other non-public information, must be treated as confidential data.

Any intentional or negligent misuse, unauthorised disclosure, or inappropriate handling of participant information may be treated as a serious breach.

Payment Submission Procedure

The primary responsibilities of a CA regarding the registration & payment collection:

- Assist participants with the registration process when necessary.
- Collect registration fees from participants.
- Maintain accurate records of all registrations, payments and receipts.
- Submit collected registration fees to the IBC Participant Affairs Department within the specified timeframe.
- Maintain the CA's copy of all registration records/checkbook receipts for verification and record-keeping.
- Report problems or discrepancies to the PA team promptly.

PARTICIPANT REGISTRATION PROCEDURE:

All participants must complete the official IBC registration process within the designated registration period: 28th October, 2026 – 30th November, 2026.

- *Step-1 Online Registration:*
 - One member per team must complete the official online registration form through the registration link provided by IBC.
 - Registration Link: <https://ihsbusinesscarnival.com/register>
 - CAs should ensure that participants provide accurate information while completing the form.
- *Step-2 CA & Participant Registration Record:*
 - In addition to the online registration form, the required information must also be recorded in the IBC CA checkbook.
 - The checkbook will contain two copies of each registration/payment record:
 - Organiser Copy** — to be submitted to the PA department
 - Participant Copy** — to be kept with the participant
 - CA Copy** — to be kept with the Campus Ambassador for record-keeping
 - The required information should be written clearly and accurately on both copies.
 - For each participant, one page should be filled. (So for a team of three, total of three pages)
 - Information to be recorded:
 - *Participant name*
 - *School/Institution name*
 - *CA Signature*
 - *Participant Signature*
 - *Team name*
 - *Registration fee*
 - *Date of payment*

 Organizer DATE: DD/MM/YY	 Campus Ambassador DATE: DD/MM/YY	 Participant DATE: DD/MM/YY
Name: _____	Name: _____	Name: _____
School/Region: _____	School/Region: _____	School/Region: _____
Team Name: _____	Team Name: _____	Team Name: _____
Amount: _____	Amount: _____	Amount: _____
CA Signature _____ Participant Signature _____	CA Signature _____ Participant Signature _____	CA Signature _____ Participant Signature _____

REGISTRATION FEE COLLECTION & SUBMISSION:

CAs will be responsible for collecting the registration fees from the participants they register.

- The CA should:
 1. Receive the registration fee from the participant.
 2. Complete the relevant checkbook entry.
 3. Provide the participant with their copy of the receipt.
 4. Keep the CA copy.
 5. Keep an accurate record of the total amount collected.
 6. Submit the collected amount to IBC according to the designated submission time.
- CAs must ensure that the amount collected corresponds with the registration records maintained in their checkbook. Collected registration fees must be submitted to the IBC Organizing Committee on a regular basis.

● Option A — bKash

- CAs are required to submit the collected amount through bKash on a **weekly or fortnightly basis**.
-bKash Number: 01329685903
- After making a bKash payment, the CA must inform the Participant Affairs Department by mailing them:
 - *The amount sent*
 - *The number of teams for which the payment is sent for*
 - *List of Team Names*
 - *The date of payment*
 - *A clear screenshot/photo of the bKash transaction receipt*

- This information must be submitted so that the payment can be matched with the corresponding registration records.
- The Organisers' copy from the chequebook must be submitted to the front office at IHSB Uttara within working hours (*from 08:00 to 15:00 during weekdays*). **This is to be submitted the day after participant registration closes.**

- **Option B — Physical Cash Submission**

- CAs may also submit the collected registration fees physically at the designated IHSB premises.
- Cash should be handed over to the front office. CAs are required to inform the PA Director or Associate Director before submitting the money.
- The CA should ensure that the amount being submitted can be verified against their registration records.

Communication with IBC Team

- **PA Contact Person(s):**
 - 1) Warda Karicha Zara (Director): +880 1608-029778
 - 2) Tasmia Khan (Associate Director): +880 1352-293323
- **Email:** business.carnival@ihsb.edu.bd

(CAs should contact the designated PA representative rather than attempting to resolve an issue without confirmation)

- **Designated Submission Location:** Gate 3, Plot 7, Road 6, Sector 4, Uttara, Dhaka-1230

Payment & Record Verification

CAs are responsible for maintaining accurate records of:

- Every participant/team registered through them.
- Registration fees collected.
- Registration date.
- Amount collected.
- Amount submitted to IBC.
- bKash transaction details or physical cash submission details.

CAs should retain their copy of the checkbook records until the end of the IBC registration/collection process or until instructed otherwise by the Participant Affairs

Department. If there is any discrepancy between the registration record and the amount submitted, the CA must inform the PA team as soon as possible.

Final Reminder

Campus Ambassadors play an important role in connecting IBC with its participants. CAs are expected to maintain accurate records, responsible communication, timely fee submission, and professional conduct throughout the registration period. Any changes or additional instructions from the Participant Affairs Department will be communicated to CAs.

