APPLICATION FORMAT FOR CONDUCTING INTERNATIONAL CONFERENCE/WORKSHOP/SEMINAR

PROPOSAL FOR HOLDING SEMINAR/WORKSHOP/ CONFERENCE		
1	Project/Subject of the Conference	
2	Venue	
3	Date	
4	Subject of the conference/workshop Seminar/Symposium with a list of various technical sessions and/or workshops (a detailed agenda with the note to be attached)	
5	The relevance and Scientific/technological importance of organising the workshop/ Conference/Seminar/Symposium	
6	Organising agencies, if any	
7	Sponsoring agencies, if any, with the details of sponsorship	
8	Financial implication	
	(i) On the Institution concerned	
	(ii) On Ministry of Education	
9	Number of National and International delegates(separately) expected to participate	
10	Names (with complete address) of foreign delegates (Country-wise) proposed to be contacted/ invited	
11	Are there any delegates from Afghanistan, Pakistan, Sudan, Iraq, foreigners of Pakistani origin and Stateless persons (PRC Category)	
12	If so, complete details of participants from these countries (Country-wise), such as Name, father's name, Parentage, Nationality, Date and Place of Birth, Passport Number, date and place of issue of passport, validity, address etc.	
13	Whether the subject matter of the conference is political, semi-political, commercial or religious in nature or related to human rights.	
14	If so, details thereof.	
15	Whether due diligence is being followed in case the subject matter pertains to the sensitive dual-use/military-related technologies/goods.	
16	If so, details thereof	
17	Whether the subject matter has any bearing on external relations	
18	If so, detail thereof	
19	Total anticipated expenditure with break-up under major heads.	
20	Anticipated source(s) of funding	

21	Details of contributions, if any, expected from foreign source(s) / individuals. The details of foreign funding with the source may be indicated	
22	Convener of the event with name and designation	
23	Whether the number of delegates (foreign & domestic) is fixed or likely to be changed before the event	
24	List the approvals proposed to be taken/applied for/already taken for organising the conference.	

Convener **Head of Department**

Director

ANNEXURE-I

1. Agenda:-

- Summary of the Agenda
- Organisers
- Focus Areas
- Key Highlights
- Themes
- Structure

2. Detailed break-up of the expenditure involved.

3. List of foreign delegates/participants corresponding to the number indicated in the proforma.