APPLICATION FORMAT FOR CONDUCTING
INTERNATIONAL CONFERENCE / WORKSHOP / SEMINAR / SYMPOSIUM

PROPOSAL FOR HOLDING CONFERENCE / WORKSHOP / SEMINAR / SYMPOSIUM		
1	Name of the Conference	
2	Venue	
3	Date	
4	Subject of the Conference / Workshop / Seminar / Symposium with the List of various technical sessions and/or workshops (a detailed agenda with notes to be attached).	
5	The relevance and scientific or technological importance of organizing the workshop / conference / seminar / symposium.	
6	Organizing Agencies, if any.	
7	Sponsoring Agencies, if any, with details of sponsorship/amount.	
8	Financial Implications:	
	(I) On the Institution concerned.	
	(II) On the Ministry of Education.	
9	Number of National and International Delegates (separately) expected to participate.	
10	Names (with complete addresses) of foreign delegates (country-wise) proposed to be contacted/invited. Note: Attach sheets if necessary.	
11	Are there any delegates from the following categories? - Afghanistan - Pakistan - Sudan - Iraq - Foreigners of Pakistani origin - Stateless persons (PRC Category)	

12	If so, provide 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 - Passport validity - Address, etc. Note: Attach sheets if necessary.	
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, provide details thereof. Note: Attach sheets if necessary.	
15	Whether due diligence is being followed in case the subject matter pertains to sensitive dual-use / military-related technologies/goods.	
16	If so, provide details thereof. Note: Attach sheets if necessary.	
17	Whether the subject matter has any bearing on external relations.	
18	If so, provide details thereof. Note: Attach sheets if necessary.	
19	Total anticipated expenditure with a 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, along with the source, may be indicated. Note: Attach sheets if necessary.	
22	Convener of the Event (Name & Designation)	
23	Whether the number of delegates (foreign and domestic) is fixed or likely to change before the event.	
24	List the approvals proposed to be taken/applied for or already taken for organizing the conference.	

Convener

Head of Department/School

Director, IIT Mandi

1. Detailed Agenda should include:
   - Summary of the Agenda
   - List & Details of Organizers/Conveners of Event
   - Focus Areas
   - Key Highlights of the Event
   - Theme(s)
   - Structure of the Event

2. Detailed Expenditure Breakup Sheet