FORMAT FOR SUBMITTING A REQUEST FOR ORGANIZING AN EVENT

1.	Name of the Event (including brief outline), **Annexure-I should also be submitted for International Conference involving foreign delegates.**				
2.	Nature of Event Conference / Workshop / Seminar / Lecture Series / Short Course / Cultural Programme / Other (please specify)				
3.	Organising Department(s) / Association / Clubs				
4.	Source(s) of Funding				
5.	External Organisers (list all organisations who are co-organisers of this event)				
6.	Chief Organiser				
7.	Organising Committee (attach)				
8.	Date wise program schedule (broad outline; please give an attachment, if necessary)				
9.	Estimated number of Participants				
10.	Backgrounds of Participants (academics & researchers / teachers / govt. Officials / company executives / other (specify)				
11.	Accommodation Required	From		To	
	(a) Guest House	VIP suites		Rooms	
	(b) Hostel Rooms	For men		For women	
12.	Space (Give dates and times required for each; please identify particular rooms / halls where appropriate)				
	(a) Senate Hall				
	(b) Galleries / Lecture Hall				
	(c) Classrooms				
13.	Any other space required (give details)				
14.	Budget with major heads of expenditure (enclose separate sheet)				
15.	Sources of funding with expected amounts (enclose a list of potential sponsors)				
16.	Any other requirements				

<u>Note</u>: Director's permission is required for every public function (such as inaugural and valedictory sessions) where persons from outside the Institute are to be on the dais of the function. Details of such functions have to be submitted to the Establishment Section for obtaining necessary approval from the Director. **Pl. submit form at Off. of Dean Admn.**

Recommendation of HOD/HOC/Dean

_____
Signature of the Applicant with date

Applicant's Name/Designation/Dept.: _____

Bookings made: **For Office Use Only**
GH rooms / Conf. Room:
Senate hall:
Gallery/Lect. Hall/Cl. Room:
Hostel rooms:
Others:

_____   _____   _____
Staff i/c. Conf. Mgmt.   A/R (Estb.)   Dean Admininstration
<u>Copy</u>: Director's Office / *Acad. Off. / GH / Chrmn. HAB*

ANNEXURE – I FOR FORM-22

ONLY FOR A PROPOSAL TO HOLD AN INTERNATIONAL CONFERENCE

AT IIT GUWAHATI WITH PARTICIPANTS FROM OUTSIDE INDIA

1	Title of conference	
2	Name of the organizer(s) with complete mailing address	
3	Topic/topics to be covered in the Event	
	a) Subject parameter: Indicate whether the event is on political, semi political, religious or human rights themes. If YES, please give details.	YES / NO
	b) National parameter: Whether any participant is from Afghanistan, Bangladesh, Pakistan or Srilanka. If YES, please give details.	YES / NO
4	Venue of the event (IIT campus or elsewhere (specify)	
5	Dates of the event	
6	Tentative lists of participants from abroad (append a list if necessary), with affiliations, addresses (if available).	

<u>Note</u> :

1. Relevant enclosures to be provided with this Annexure.
2. Details provided above would be forwarded to MHRD for clearance by the Institute
3. The Ministry normally requires eight weeks time to process the request.
4. Event approval is subject to approval from the Ministry

Recommendation of HOD/HOC/Dean

_____
Signature of the Applicant

Name & Designation: ……………………………………………….

Dept./Centre: …..………………………………………….……….....

Date : …………………………………………………………………….