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**COUNCIL OF SCINTIFIC AND INDUSTRIAL RESEARCH**

**(International Science & Technology Affairs Directorate)**

**Proforma to accompany Proposals for holding Bilateral**

**Meetings / Symposia / Workshops / Seminars etc.**

1. Name of the proposing CSIR Institute
2. Thematic area
3. Title of the event
4. Proposed venue and dates
5. Short CVs including contact details of both Indian and Foreign coordinators
6. Executive summary (about 200 words)
7. Background, concept and purpose in detail (maximum two A4 pages)
8. Specific need for the bilateral event, its relevance and mutual benefits ( max. 1 page)
9. List of Expected Indian and Foreign participants with affiliation

*(In case event is planned in India the below details of foreign participants may be provided for obtaining political clearance which may be sent subsequently but at least one month prior to the event)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Name as in passport** | **Affiliation *(with address & contacts)*** | **Father’s/ Husband’s name** | **Date of Birth** | **Nationality & Passport Number** | **Date of Issue** | **Place of Issue** | **Date of Expiry** |

1. Preliminary technical agenda / sessions listing proposed speakers
2. Financial estimate\*

(\* funding as applicable will be considered)

Travel

Accommodation

Organizational Expenses

Following details may be sought subsequently

|  |  |  |
| --- | --- | --- |
| **Head** | **Details** | **Amount** |
| **International airfare *for CSIR Scientists travelling abroad (Economy class) + visa fee + medical insurance\****  | From/to | Unit cost | Number | Number of participants |  |
|  |  |  |  |
| **Domestic airfare** | From/to | Unit cost | Number | Number of participants |  |
|  |  |  |  |
| **Accommodation*****(Expenses for accommodation in decent hotel/guest house on actual costs)*** | Venue | Unit cost  | Number of nights | Number of participants |  |
|  |  |  |  |
| **Organisation Expenses**Please give a detailed break-up *(it may include audio visuals, local transport, working lunches, official dinner (max 1), printing (book of abstracts, etc.))* |  |
| **Total funding requested from CSIR** |  |
| **Funding from other sources** |  |
| **TOTAL PROGRAM COST** |  |

|  |  |
| --- | --- |
|  **Signature & Seal of the Indian Coordinator** | **Signature & Seal of the LAB Director**  |