Form to Conduct Meeting/Workshop/Conference/Seminar/Training Programme

(For hosting Commission's Expert Committee meeting)

1. Institution Name _____
   Address _____
   Phone _____
   Fax/Email _____
2. Head of the Institution Name _____
   Contact Ph._____Mob- _____

3. Title of the programme _____

4. Infrastructure available: _____

• Meeting Hall: Yes/No If yes, strength _____

• Audio System Yes/No

• Overhead Projector Yes/No

• LCD Projector/with power Yes/No point presentation Facility

• Canteen facility Yes/No

• Guest house facility Yes/No

5. Local Coordinator:

Name _____

Phone _____

Fax/Email _____

6. List of Experts Persons (Meeting) Attachment Max 2MB

7. List of Experts Persons (Workshop/Conference/Seminar) Attachment Max 2MB

List of Resource Persons may be enclosed in the Following: SI. No. Name, Official Address Residential Address ,Contact Nos. Email ID

8. List of Participants: (Workshop/Conference/Seminar) Attachment Max 2MB

List of Participants may be enclosed in the following format:

Category SI. No. Name Official Address Residential Address Contact Nos. Email

Separate lists of participants may be provided for different categories like the participants from host institution/local institutions/ State/ other States (Refer page 80-93 of the Guidelines)