



COUNCIL OF SCIENTIFIC 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 <i>(with address & contacts)</i>	Father's/ Husband's name	Date of Birth	Nationality & Passport Number	Date of Issue	Place of Issue	Date of Expiry
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10. Preliminary technical agenda / sessions listing proposed speakers

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

Signature & Seal of the Indian Coordinator

Signature & Seal of the LAB Director