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| cid:image001.jpg@01CD118B.A255F100 | **HIGHER EDUCATION COMMISSION**  **H-9, ISLAMABAD (PAKISTAN)** |

**APPLICATION FORM**

**GRANT FOR ORGANIZING CONFERENCE/SEMINAR/SYMPOSIUM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **DETAILS OF EVENT** | | | |
| Event Type  *(Please tick the appropriate option)* | Conference | Seminar | Symposium |
| Major Discipline  *(Please tick the appropriate option)* | Agriculture | Biological Sciences | Chemical Sciences |
| Engineering | Medical Sciences | Physical Sciences |
| Social Sciences | Any other *(Please specify)* | |
| Title Event |  | | |
| Venue of the Event |  | | |
| Date(s) of the Event |  | | |
| Scope of the Event  *(Please also indicate the target audience/participants)* |  | | |
| Relevance and Scientific Significance of the Event with Reference to Existing National Needs  *(If necessary please attached additional sheet)* |  | | |

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|  | Collaborating Institutions  *(HEC encourages collaborations among institutions working in similar disciplines)* | |  | | | | | | | |
| Previous Conference/ Seminar/Symposium organized by the Department during last 2 years - If any | | | | | | | | | |
| Title | | | | Date | | Sponsors | | | Cost (Rs.) |
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| **2** | **Details of the Organizer(s)** | | | | | | | | | |
| Organizing University/DAI |  | | | | | | | | |
| Name of Focal Person |  | | | | | | | | |
| Designation |  | | | | | | | | |
| Department/Institute |  | | | | | | | | |
| Correspondence Address |  | | | | | | | | |
| Contact Details | Phone: Fax: | | | | | | | | |
| Cell: Email: | | | | | | | | |
| *(Please attach a 2-page CV of the focal person mentioning the major scientific contributions relevant to the topic of the event)* | | | | | | | | | |
| **3** | **DETAILS OF THE INVITED SPEAKERS** | | | | | | | | | |
| Number of Foreign Invited Speakers |  | | | | | | | | |
| Number of National Invited Speakers |  | | | | | | | | |
| Expected Number of Participants from Host University/Institution |  | | | | | | | | |
| Expected Number of Participants from Other Universities/Institutions |  | | | | | | | | |
| *Please attach a list of Foreign and National Invited Speakers, their CVs, Abstract of Presentation.* | | | | | | | | | |
| **4** | **TOTAL ESTIMATED COST OF THE EVENT** | | | | | | | | | |
| **Item** | | | **Amount (Rs.)** | | | |  | | |
| Remuneration for Invited Speakers | | |  | | | |  | | |
| Accommodation for Invited Speakers | | |  | | | |  | | |
| Air Travel for Invited Speakers | | |  | | | |  | | |
| Entertainment | | |  | | | |  | | |
| Publication | | |  | | | |  | | |
| Stationery | | |  | | | |  | | |
| Any Other | | |  | | | |  | | |
| Total | | |  | | | |  | | |
| **5** | **FINANCIAL ASSISTANCE PROVIDED BY OTHER SPONSORS** | | | | | | | | | |
| **Item** | | | **Amount (Rs.)** | | | | **Sponsor** | | |
| Remuneration for Invited Speakers | | |  | | | |  | | |
| Accommodation for Invited Speakers | | |  | | | |  | | |
| Air Travel for Invited Speakers | | |  | | | |  | | |
| Entertainment | | |  | | | |  | | |
| Publication/ Stationery | | |  | | | |  | | |
| Any Other | | |  | | | |  | | |
| Total | | |  | | | |  | | |
| **6** | **FINANCIAL ASSISTANCE REQUESTED FROM HEC** | | | | | | | | | |
| **Item** | | | **Rate (Rs.)** | | **Quantity** | | | **Total Amount (Rs.)** | |
| Remuneration for Foreign Invited Speakers *(@Rs. 10,000 per person – maximum 5 Speakers)* | | |  | |  | | |  | |
| Remuneration for National Invited Speakers *(@ Rs.5,000 per person – maximum 10 Speakers)* | | |  | |  | | |  | |
| Accommodation for Foreign Invited Speakers *(@ Rs. 15,000 per night per person – maximum 5 Speakers)* | | |  | |  | | |  | |
| Accommodation for National Invited Speakers *(@ Rs.6,000 per night per person – maximum 10 Speakers)* | | |  | |  | | |  | |
| Travel for Foreign Invited Speakers *(maximum 5 Speakers)* | | | Please provide details as per attached format | | | | |  | |
| Travel for National Invited Speakers *(maximum 10 Speakers)* | | | Please provide details as per attached format | | | | |  | |
| Entertainment *(Lunch @ Rs. 350 and Tea @ Rs. 70 per person – maximum Rs. 200,000)* | | | Please provide details as per attached format | | | | |  | |
| Publication *(Including cost of publishing the proceedings, banners, brochures etc.)* | | | Please provide details as per attached format | | | | |  | |
| Stationery *(Only consumable items)* | | | Please provide details as per attached format | | | | |  | |
| Remuneration for Focal Person and Support Staff *(@ 10% of HEC approved grant – min. Rs. 30,000 and max. Rs. 100,000)* | | | Please provide details as per attached format | | | | |  | |
| Contingencies  *(unforeseen expenses – maximum Rs. 10,000)* | | | Please provide details as per attached format | | | | |  | |
| Total | | |  | |  | | |  | |

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| **7** | **Registration Fee** | | |
| Number of participants | Registration Fee/ Participant (Rs.) | Total Expected Income from Registration (Rs.) |
|  |  |  |
| *A reasonable Registration fee needs to be charged from participants.* | | |
| **8** | **UNDERTAKING BY THE APPLICANT** | | |
|  | I hereby undertake and affirm that:   * All the information provided above is true to the best of my knowledge and belief. * If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure. * All the supporting documents submitted are authenticated.   SIGNATURES OF THE FOCAL PERSON  OFFICE STAMP WITH DATE SIGNATURE OF RECTOR/VICE CHANCELLR/DIRECTOR | | |

**Format of Requisite Details**

1. **Travel for Foreign Invited Speakers**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Name of the Foreign Speaker | Traveling From  (name of the country) | Estimates cost of Air Ticket (Rs.) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  | Total |  |  |

1. **Travel for National Invited Speakers**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Name of the National Speaker | Traveling From  (name of the city) | Estimates cost of Air Ticket (Rs.) |
| 1 |  |  |  |
| 2 |  |  |  |
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| 7 |  |  |  |
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| 10 |  |  |  |
|  | Total |  |  |

1. **Publications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Item | Quantity | Rate (Rs.) | Amount (Rs) |
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1. **Publications**

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| --- | --- | --- | --- | --- |
| SN | Item | Quantity | Rate (Rs.) | Amount (Rs) |
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1. **Stationery**

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| --- | --- | --- | --- | --- |
| SN | Item | Quantity | Rate (Rs.) | Amount (Rs) |
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1. **Remuneration**

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| --- | --- | --- | --- |
| SN | Name of Person | Role in Event Management | Amount (Rs) |
|  |  |  |  |
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**CHECK LIST OF ATTACHMENTS**

**Please ensure that relevant documents are attached with the Application Form.**

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| --- | --- | --- | --- |
| 1. | Have you attached the list of Foreign Invited Speakers? | Yes | No |
| 2. | Have you attached CV of Foreign Invited Speakers? | Yes | No |
| 3. | Have you attached abstracts of presentation of Foreign Invited Speakers? | Yes | No |
| 4. | Have you attached the list of National Invited Speakers? | Yes | No |
| 5. | Have you attached CV of National Invited Speakers? | Yes | No |
| 6. | Have you attached abstracts of presentation of National Invited Speakers? | Yes | No |
| 7. | Have you attached your brief CV (2-3 pages)? | Yes | No |
| 8. | Have you attached the brochure of the event along with the program of the event? | Yes | No |
| 9. | Have you attached the list of Organizing Committee? | Yes | No |
| 10. | Have you attached the item wise details of the publication and stationery items along with quantity and rate? | Yes | No |

Signature of the Focal Person