**Form No.ER/CONF/1103**

**PROPOSAL FOR INTERNATIONAL CONFERENCES/WORKSHOPS/SEMINARS ETC. HELD IN INDIA**

**Check-list for foreign participation in**

**International Conferences / workshops / Seminars / Symposium /**

**Online / webinar etc. held in DAE units located in India**

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| **Sr. No** | **Requirement of details for International Conference / Workshops / Seminars / Symposium etc.** | **information in detail**  | **Enclosure attached****Yes/No/N.A.** |
| 1 | Name of the Constituent Unit/Institution which is hosting the International Conference / Seminar / Symposium / Workshop |  | N.A |
| 2. | Subject/theme of the event |  | N.A |
| 3. | Details of the institution / organization in collaboration with which the event will be held |  | N.A |
| 4 | Venue of the event  |  | N.A |
| 5 | Date(s)/Duration of the event |  | N.A |
| 6 | Intended participants (countries) in the event  |  | N.A |
| 7 | Whether MEA/MHA clearance required/obtained |  | N.A. |
| 8 | Copy of Personal/Passport details and visa  |  | Yes, enclosed / No |
| 9 | Details of proposed visit to any of the DAE sites/facilities, as part of theevent. |  | N.A. |
| 10 | Approval/recommendations of the Head of the Unit |  | N.A. |
| 11 | Whether administrative/Financial approval for hosting the event/s has been obtained from the nodal Section? If so, provide the details of the same.  |  | Yes, enclosed/ No |
| 12 | Whether Government Funding is involved, if so, indicate the details thereof. . |  | Yes, enclosed / No |
| 13 | Whether any foreign visitor/s is from Prior Reference Country (PRC) ? if so, provide the justification for his/her participation  |  | N.A. |
| 14 | Whether the proposal is being sent one month before the of date of holding of International Conference/Seminar etc. if not, provide justification for the same.  |  | N.A. |
| 15 | Details of the passport and personal information of Foreign participants is to be provided in the prescribed format viz. Annexure-I and Annexure-II. |  | Yes, enclosed |
| 16 | Other Remarks, if any.  |  |  |
| 17 | Complete proposal with the approval of competent authority of Unit alongwith enclosures and checklist is being forwarded to the Department for approval. |  | Yes, enclosed |

It is to certify that all the information/details provided alongwith the proposal is correct and enclosure/documents as per above checklist is attached herewith.

 Signature & Name and Designation of the Signing Authority

Name of Unit

Section Officer (ER), DAE Telephone No., E-mail ID

 Copy to : US(ER), DAE.