Form to Conduct Meeting

(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: If yes, strength _____ • Meeting Hall: Yes/No • 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 (Refer page 80-93 of the Guidelines) Phone Fax/Email

6. List of Experts Persons List of Resource Persons may be enclosed in the Following:

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

7. **List of Participants:** 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 as per the Pages 80-93of the Guidelines.

8.	Programme Schedule:	A Programme Schedule containing the details of the		
sessions and the topics to be covered in each of the sessions may be enclosed.				

Signature (for the host Institution)