Form to Conduct Workshop

(for hosting Commission's Training programmes/Orientation
programmes/Workshops/Seminars/Conferences)

1. **Institution**   **Name**   _____
    Address   _____

    Phone   _____
    Fax/Email   _____
2. **Head of the Institution**   **Name**   _____
    Contact   **Ph.**_____**Mob-** _____
3. **Type of programme:**   _____
    (Refer pages 80-93 of the Guidelines)
4. **Title of the programme**   _____
    (Refer pages 80-93of the Guidelines)
5. **Infrastructure available:**   _____

Auditorium	Yes/No	If yes, strength _____
Meeting Hall:	Yes/No	If yes, strength _____
Conference Room:	Yes/No	If yes, strength _____
Audio System	Yes/No	
Conferencing System	Yes/No	
Overhead Projector	Yes/No	
LCD Projector/with power point presentation Facility	Yes/No	
Space for Exhibition	Yes/No	

6. **Local Coordinator:**   Name   _____
    (Refer page 80-93of the Guidelines)   _____

    Phone   _____
    Fax/Email   _____

7. **List of Resource Persons** List of Resource Persons may be enclosed in the following

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

8. **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.

1. **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)