



# INDIAN INSTITUTE OF PETROLEUM AND ENERGY

## VISAKHAPATNAM

### Proposal Form

1. Application form for Seminar/ Symposia/ Conference/ Workshop/ Short-Term Course/ EDP

Please write any one :

2. Geographical Coverage : National/ International

3. Broad Subject Area :

4. In case of Joint Organization: Name and Address of the Second Organization

Institute :

Department :

Contact :

Website :

Pin code :

5. Number of Participants :

6. Details of the Event

• Title :

• Date :

• Duration :

• Address of the Venue :

7. Coordinator (s) :

8. Co-coordinator (s) :

9. Funding Source Summary (in Rupees)

Institute Internal Contribution :

Funding Agency :

Expected Registration Fees :

Contd...2/-

10. Is Accommodation required for Participants (approx.) (In Institute Hostels/ Guest House) : 1. Institute Hostel  
2. Guest House
11. Is Institute Transportation facility required : Yes / No
12. Any food arrangements in Hostel/ Guest house : Yes / No
13. Event Expenditure Estimate (in Rupees) :

Honorarium to Experts	
Honorarium to Coordinators	
TA/DA	
Pre-conference printing (Announcements, abstracts, etc.)	
Publication of Proceedings	
Stationery	
Secretarial Assistance	
Local Hospitality (including item 10,11,12 above)	
Misc.	
<b>Grand Total</b>	

14. Brief statement of objectives of the event :
15. Technical Program (sessions details attached):
16. Brief statement on the steps you plan to take up to implement the recommendations of the seminar/ symposia/ conference (if applicable)
- I/we understand that overheads @ 15% of total budget payable to IPE.

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**Signature of the Course / Workshop Coordinator with date**

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**(Head of the Department)**

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**Associate Dean (R&D)**

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**Dean (R&D)**

APPROVED / NOT APPROVED

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**DIRECTOR**