



HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD (PAKISTAN)

APPLICATION FORM
GRANT FOR ORGANIZING CONFERENCE/SEMINAR/SYMPOSIUM

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

	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.)
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
	Remuneration for Foreign Invited Speakers (<i>@Rs. 10,000 per person – maximum 5 Speakers</i>)		
	Remuneration for National Invited Speakers (<i>@ Rs.5,000 per person – maximum 10 Speakers</i>)		
	Accommodation for Foreign Invited Speakers (<i>@ Rs. 15,000 per night per person – maximum 5 Speakers</i>)		
	Accommodation for National Invited Speakers (<i>@ Rs.6,000 per night per person – maximum 10 Speakers</i>)		
	Travel for Foreign Invited Speakers (<i>maximum 5 Speakers</i>)	Please provide details as per attached format	
	Travel for National Invited Speakers (<i>maximum 10 Speakers</i>)	Please provide details as per attached format	
	Entertainment (<i>Lunch @ Rs. 350 and Tea @ Rs. 70 per person – maximum Rs. 200,000</i>)	Please provide details as per attached format	
	Publication (<i>Including cost of publishing the proceedings, banners, brochures etc.</i>)	Please provide details as per attached format	
	Stationery (<i>Only consumable items</i>)	Please provide details as per attached format	
	Remuneration for Focal Person and Support Staff (<i>@ 10% of HEC approved grant – min. Rs. 30,000 and max. Rs. 100,000</i>)	Please provide details as per attached format	
	Contingencies (<i>unforeseen expenses – maximum Rs. 10,000</i>)	Please provide details as per attached format	
	Total		

7	Registration Fee		
	Number of participants	Registration Fee/ Participant (Rs.)	Total Expected Income from Registration (Rs.)
	<i>A reasonable Registration fee needs to be charged from participants.</i>		
8	UNDERTAKING BY THE APPLICANT		
	<p>I hereby undertake and affirm that:</p> <ul style="list-style-type: none"> • 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. <p>SIGNATURES OF THE FOCAL PERSON</p> <p>OFFICE STAMP WITH DATE SIGNATURE OF RECTOR/VICE CHANCELLOR/DIRECTOR</p>		

Format of Requisite Details

(i) 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		

(ii) 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			
3			
4			
5			
6			
7			
8			
9			
10			
	Total		

(iii) Publications

SN	Item	Quantity	Rate (Rs.)	Amount (Rs)

(iv) Publications

SN	Item	Quantity	Rate (Rs.)	Amount (Rs)

(v) Stationery

SN	Item	Quantity	Rate (Rs.)	Amount (Rs)

(vi) **Remuneration**

SN	Name of Person	Role in Event Management	Amount (Rs)

CHECK LIST OF ATTACHMENTS

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

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