

NSB World Business School Proposal to Organize

**Conference / STTP / FDP / Seminar / Workshop /
Guest Lecture**

Date:

Title of the event	:		
Organizing department	:		
Sponsored by	:		
Date(s) of the event	:		
No. of days / hours	:	Days:	Hours:
Time	:		
Overview of the event	:		
Objectives of the event	:		
Expected outcome(s) of the event	:		
Target group	:		
Registration fee (if any)	:		
Registration link in website	:		
Name (s) of speaker / Guest / Resource Person*	:		
Contact information of the coordinators	:		
Research Coordinator (In case FDP/Workshop/Seminar)		HOP	
Remarks by the Director:			
Approved / Not Approved		DIRECTOR	

*Enclose profile of Speaker / Guest / Resource Person

Enclosures:

1. Brochure / Flyer 2. Dining Hall Arrangements 3. Transportation Requirements

Budget Details

S.No	Item Description	Amount per person or Item in Rs. Total Amount in Rs. Remarks (If any)	Total Amount in Rs. Remarks (If any)	Remarks (If any)
1	Honorarium to the expert / speaker			
2	TA / DA & stay arrangements of the expert / speaker			
3	Hospitality to participants (Refreshment / lunch & high Tea)			
4	Printing, proceeding certificates/ banner, etc.			
5	Photo and CD of the program for records			
6	Travel (if some visit is planned)			
7	Course material, stationery and consumables			
8	Any other			
TOTAL				
The Amount of Advance required conducting the program: Rs				