

## 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	:		
<b>Research Coordinator (In case FDP/Workshop/Seminar)</b>		<b>HOP</b>	
<b>Remarks by the Director:</b>			
<b>Approved / Not Approved</b>		<b>DIRECTOR</b>	

\*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			
<b>TOTAL</b>				
<b>The Amount of Advance required conducting the program: Rs</b>				