

**Proforma to Submit the Proposal for the Technical Sponsorship from IETE for Organizing National / International Conferences / Seminars, etc.**

Sr. No.	Particulars to be detailed out by the organizers		Response / Details to be filled in by the Organizers
1.	Name of the Conference / Seminar / Event	:	
2.	Date(s)	:	
3.	Venue	:	
4.	Organizing Entity / Entities, e.g., Educational Institute / University	:	
5.	Organizational Membership (OM) No.: and Validity (attach any proof)	:	
6.	IETE ISF No.: and Validity (attach any proof)	:	
7.	Details of all the Committees including General Chair, Conference Chair, Technical Programme Committee Chair, Publication Chair, Finance Chair / Treasurer, etc. (Comprehensive details can be submitted as Annexure-I)	:	
8.	Whether the proposed conference is being organized for the first time or it has been held earlier also, and in case of later, please furnish brief about the same, like, new / old (with history concerning previous ones) (Comprehensive details can be submitted as Annexure-II)	:	
9.	Theme and areas to be covered by the event	:	
10.	If there is provision for plenary session / state-of-the-art lecture(s), the name(s) of possible speaker(s) in order to judge the level of event	:	
11.	Time schedule with important dates – such as for, Abstract / Extended Abstract / Full Paper Submission, Acceptance Notification, Camera Ready Paper Submission,	:	

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	Registration, etc.		
12.	Details of the Paper Submission, Review Process, Publication and Indexing	:	
13.	Who will own the copy right of the papers	:	
14.	Will you be willing to upload the papers at IETE Discover (IETE Digital Library) and in that case, will you transfer the copy right to IETE?	:	
15.	How will the association with IETE be a mutually beneficial and a value addition to the event?	:	
16.	Budget (Estimate)	:	
17.	Contact Details of the organizers	:	