



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

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	:		
Registration link in website	:		
Name (s) of speaker / Guest / Resource Person*	:		
Contact information of the coordinators	:		
HOD / DEAN			
Remarks by the Principal:			
Approved / Not Approved			PRINCIPAL

*Enclose profile of Speaker/ Guest / Resource Person

Enclosures:

1. Brochure / Flyer

2. Dining Hall Arrangements

3. Transportation Requirements

2. 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				

HOD / DEAN

PRINCIPAL