**BHARATI VIDYAPEETH DEEMED UNIVERSITY**

**DENTAL COLLEGE AND HOSPITAL, PUNE**

**Date: Outward no.: BVDU/DCH/ / /2019-20**

**To**

**Principal**

**BVDU Dental College and Hospital**

**Pune**

**Sub: Conduct of Conference/Symposium / Workshop…..**

Respected Sir,

The Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_wishes to conduct a Conference/Symposium / Workshop titled ‘\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(dates). The details are enclosed.

Kindly permit us to proceed with the preparations of the event.

Thanking you in anticipation

Yours truly,

**PROPOSAL FOR THE CONDUCT OF CONFERENCE / WORKSHOP/ SYMPOSIUM**

|  |  |
| --- | --- |
| **GENERAL INFORMATION** | |
| Nature of event | Workshop/Conference/Symposium |
| Name of the event |  |
| Theme of the event |  |
| Dates |  |
| Venue |  |
| Specify zone /colleges from where delegates and students will attend |  |
| Dignitaries to be invited | 1.  2.  Provide details of dignitaries. |
| Number of Delegates /PG students expected to attend |  |
| Speakers | 1  2.  Please provide updated CVs for all speakers |
| Audio-Visual arrangements |  |
| Number of Meals / Tea-Coffee/Snacks |  |
| Banquet arrangements |  |
| Catering Services |  |
| Arrangement for Hotel Stay for Speakers /Guests |  |
| Parking and Security arrangements |  |
| Special requirements |  |
| **FINANCIAL CONSIDERATIONS** | |
| Registration Fees for Delegates /PG students |  |
| Number of Delegates /PG students |  |
| Total collection from Registration |  |
| **SPONSORSHIP DETAILS** |  |
| Financial support from institution |  |
| Provide a detailed expense document on a separate sheet |  |
| **DUTY ALLOCATION AT DEPARTMENT LEVEL** | |
| Designing, approval , printing and distribution of brochure |  |
| Venue arrangements – including stage arrangements, directions for delegates, stage preparation, bouquets etc. |  |
| Audio-Visual |  |
| Mementoes /Gifts/Certificates |  |
| Travel arrangements for Guests /VIPs |  |
| Menu, catering services and lunch area arrangements |  |
| Registration and Accounts Keeping |  |