

**Appendix-II
Form to Conduct Workshop**

(for hosting Commission's Training programmes/Orientation programmes/Workshops/Seminars/Conferences)

1. Institution Name _____
Address _____

Phone _____
Fax/Email _____

2. Head of the Institution Name _____
Contact Ph. _____ Mob- _____

3. Type of programme: _____
(Refer pages 80-93 of the Guidelines)

4. Title of the programme _____
(Refer pages 80-93 of the Guidelines)

5. Infrastructure available: _____

Auditorium Yes/No If yes, strength _____

Meeting Hall: Yes/No If yes, strength _____

Conference Room: Yes/No If yes, strength _____

Audio System Yes/No

Conferencing System Yes/No

Overhead Projector Yes/No

LCD Projector/with power Yes/No

point presentation Facility

Space for Exhibition Yes/No

6. Local Coordinator: Name _____
(Refer page 80-93 of the Guidelines)

Phone _____

Fax/Email _____

7. List of Resource Persons List of Resource Persons may be enclosed in the following

Sl. No.	Name	Official Address	Residential Address	Contact Nos.	Email

8. List of Participants: List of Participants may be enclosed in the following format

Category	Sl. No.	Name	Official Address	Residential Address	Contact Nos.	Email

Separate lists of participants may be provided for different categories like the participants from host institution/local institutions/ State/ other States as per the **Pages 80-93** of the Guidelines.

- 1. Programme Schedule:** A Programme Schedule containing the details of the sessions and the topics to be covered in each of the sessions may be enclosed.

Signature
(for the host Institution)