



# **PUNJAB HIGHER EDUCATION COMMISSION**

10<sup>th</sup> Floor, Arfa Software Technology Park,  
346-B, Ferozpur Road, Lahore  
Ph. No. 042-99231902

## **Funding for Conferences/Seminars (Proposal Form)**

**A:**

<b>Event Details</b>				
Major Discipline <i>(Please tick the appropriate option)</i>	<b>Social Sciences</b>	<b>Arts</b>	<b>Humanities</b>	<b>Natural Sciences</b>
Event (Conference or Seminar- please mention only one)				
Title of Conference/Seminar				
Venue				
Dates				
Time				
Scope of the Conference/Seminar <i>(Please also indicate the target audience/participants)</i>				
Objectives				
Expected outcomes of the Conference/Seminar				

Relevance to the faculty and students needs and scientific significance of the conference/seminar with reference to existing provincial needs <i>(please use additional sheet if required)</i>	
Collaborating Institutions	i) ii) iii)

**B:**

Coordinator/Focal Person	
Name:	
NIC:	
Department:	
Designation:	
Institution:	
Address:	
Contact no. (office)	
Mobile Number:	
E-mail address:	
<i>(Please attach a 2-page CV of the focal person mentioning the major contributions relevant to the topic of the event)</i>	

**C:**

DETAILS OF THE INVITED SPEAKERS	
Number of Foreign Invited Speakers	
Number of National Invited Speakers	
Expected Number of Participants from Host University/Institution	
Expected Number of Participants from Other Universities/Institutions	
<i>Please attach a list of Foreign and National Invited Speakers, their CVs, Abstract of Presentation.</i>	

**D:**

**TOTAL ESTIMATED COST OF THE EVENT**

Item	Amount (Rs.)	Description
Remuneration for Invited Speakers		
Accommodation for Invited Speakers		
Air Travel for Invited Speakers		
Entertainment		
Publication		
Stationery		
Any Other		
Total		

**E:**

**FINANCIAL ASSISTANCE PROVIDED BY OTHER SPONSORS**

Item	Amount (Rs.)	Sponsor
Remuneration for Invited Speakers		
Accommodation for Invited Speakers		
Air Travel for Invited Speakers		
Entertainment		
Publication/ Stationery		
Any Other		
Total		

**F:**

**Registration Fee**

Number of participants	Registration Fee/ Participant (Rs.)	Total Expected Income from Registration (Rs.)

**G:**

**FINANCIAL ASSISTANCE REQUESTED FROM PHEC**

Item	Rate (Rs.)	Quantity	Total Amount (Rs.)
Remuneration for Foreign Invited Speakers	(@Rs. 10,000 per person – maximum 5 Speakers)		
Remuneration for National Invited Speakers	(@ Rs.5,000 per person – maximum 10 Speakers)		
Accommodation for Foreign Invited Speakers	(@ Rs. 15,000 per night per person – maximum 5 Speakers)		
Accommodation for National Invited Speakers	(@ Rs.6,000 per night per person – maximum 10 Speakers)		
Travel for Foreign Invited Speakers (maximum 5 Speakers)	As per actual- Economy class airfare		
Travel for National Invited Speakers (maximum 10 Speakers)	As per govt. rules		
Entertainment	(Lunch @ Rs. 350 and Tea @ Rs. 70 per person)		
Publication (Including cost of publishing the proceedings, banners, brochures etc.)	Lump sum		
Stationery (Only consumable items)	Lump sum		
Contingencies	(unforeseen expenses – maximum Rs. 10,000)		
Total			

(Note: Budget estimate should be in line with the guidelines as mentioned against each item, the HEI shall be required to follow the budget as per approved heads. The funding is strictly limited to Rs. 200,000/- for holding Seminar and Rs. 1,000,000/- for Conference.)

\_\_\_\_\_  
Signature of the Coordinator/focal person

\_\_\_\_\_  
Signature of the Head of the Institution

The proposal forms with approval from head of your institution should reach through email (jawaria.irfan@punjabhec.gov.pk & sidra.maqsood@punjabhec.gov.pk) and a hard copy of the same may be posted to PHEC on the following address:

Miss Sidra Maqsood  
Director/ Program Manager (Academics and Research)  
Punjab Higher Education Commission,  
10th Floor, Arfa Software Technology Park,  
346-B, Ferozpur Road, Lahore

## Format of Requisite Details

### (i) Travel for Foreign Invited Speakers

SN	Name of the Foreign Speaker	Traveling From (name of the country)	Estimates cost of Air Ticket (Rs.)
1			
2			
3			
4			
5			
	Total		

### (ii) Travel for National Invited Speakers

SN	Name of the National Speaker	Traveling From (name of the city)	Estimates cost of Air Ticket (Rs.)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	Total		

### (iii) Publications

SN	Item	Quantity	Rate (Rs.)	Amount (Rs)

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**(iv) Stationery**

SN	Item	Quantity	Rate (Rs.)	Amount (Rs)

**(v) Remuneration**

SN	Name of Person	Role in Event Management	Amount (Rs)

## **CHECK LIST OF ATTACHMENTS**

**Please ensure that relevant documents are attached with the Application Form.**

1.	Have you attached the list of Foreign Invited Speakers?	Yes	No
2.	Have you attached CV of Foreign Invited Speakers?	Yes	No
3.	Have you attached abstracts of presentation of Foreign Invited Speakers?	Yes	No
4.	Have you attached the list of National Invited Speakers?	Yes	No
5.	Have you attached CV of National Invited Speakers?	Yes	No
6.	Have you attached abstracts of presentation of National Invited Speakers?	Yes	No
7.	Have you attached your brief CV (2-3 pages)?	Yes	No
8.	Have you attached the brochure of the event along with the program of the event?	Yes	No
9.	Have you attached the item wise details of the publication and stationery items along with quantity and rate?	Yes	No
10	Will you publish the conference proceedings?	Yes	No
	Will you publish the book of abstract?	Yes	No

Signature of the Focal Person