



## **Indo-German Bilateral Workshop Format Proposal Guidelines**

1. Thematic area
2. Title of the event / acronym
3. Proposed venue and dates
4. Contact information of both Indian and German coordinator
5. Executive summary (about 200 words)
6. Background, concept and purpose in detail (maximum two A4 pages)
7. Specific need for the bilateral event, its relevance and mutual benefits ( max. 1 page)
8. Annex 1: Expected Indian and German participants with affiliation (expected list may be more than actual participation)
9. Annex 2: Preliminary technical agenda / sessions listing proposed speakers
10. Annex 3: Brief CV of Indian and German coordinators (maximum 1 page each)

11. Annex 4: Financial estimate

For expenditure in India use INR and for expenditure in Germany use EUR.

Head	Details				Amount
<b>International airfare</b> <i>(Economy class) + visa fee + medical insurance*</i>	From/to	Unit cost	Number	Number of participants	
<b>Domestic airfare</b>	From/to	Unit cost	Number	Number of participants	
<b>Accommodation</b> <i>(Expenses for accommodation in decent hotel/guest house on actual costs)</i>	Venue	Unit cost	Number of nights	Number of participants	
<b>Event costs (not more than 25-30 participants)</b> Please give a detailed break-up ( <i>Event costs can be: audio visuals, local transport, organisational expenses, working lunches, official dinner (max 1), printing (book of abstracts, etc.)</i> )					
<b>Total funding requested from IGSTC</b>					
<b>Funding from other sources</b>					
<b>TOTAL PROGRAM COST</b>					

\*medical insurance for Indian participants only

Signature & Seal of the Indian  
Coordinator

Signature & Seal of the German Coordinator