

Expression of Interest (EoI) Form and Guidelines

EOI submission form and profile of organizers

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| Organizer details | Name of the proposer |
| | ESI Zone/chapter |
| | Affiliation |
| | Contact details |
| | Email ID: |
| | Mobile : |
| Proposed period of the event in 2025 (indicate the month) | |
| Availability of Institute Auditorium for the inauguration and valedictory programmes (Yes/No) (should be able to hold a minimum of 150-200 persons) | Availability of Auditorium: Exemption of rent for the Auditorium facility (Yes/No] Seating capacity : |
| Availability of Meeting Hall facility for conducting parallel/virtual sessions (Yes/No). If Yes, indicate the seating capacity of the Hall | Availability of Meeting Hall facility: Yes/No Seating capacity: |
| Wifi access or Network connectivity in meeting Hall, conference Auditorium | (Yes/No) |
| Are there any charges levied for Wifi/Internet facilities | (Yes/No) |
| Availablity of Audio video facilities [Microphones/Amplifier/Projection systems/projector screen (s) (Yes/No) | |
| Facility for arranging food courts/Refreshments/Snacks lounge (Yes/No) | |
| Security features – security for participants and guests. Please say what security arrangements exists | |
| Accommodation Facility available a. indicate the availability of rooms/dormitory facility for students (male and female participants) b. Indicate the number of Guest rooms available for delegates /VIPs | a. Student participants : b. Tariff : |
| | a. Delegates : b. Tariff |

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| <p>c. Provide the tariff details for Guestrooms/Dormitory rooms</p> <p>(Should be able to accommodate a minimum of 150 students and 50 faculties)</p> | <p>a. VIPs :</p> <p>b. Tariff</p> |
| <p>Indicate whether concessional tariff is available for Conference delegates in the Institute Guest house (Yes/No)</p> <p>If yes, indicate the concessional tariff for Conference /Student delegates</p> | |
| <p>Exemption of accommodation charges or for student accommodation (Yes/No)</p> | |
| <p>Availability of concessional rent for accommodation of students for the ESC Yes/No</p> | |
| <p>Proximity to airport, railway station/Bus terminals/ City Centres and mode of access. Please provide the details of distance</p> | |
| <p>Ease of availability of bus/taxi/ and other conveyance to the venue</p> | |
| <p>Transport/ logistics arrangement during the event</p> | |
| <p>Disabled access to conference facilities. (Yes/No)</p> | |
| <p>Previous experience in conducting similar events in the past</p> | |
| <p>Ability to get sponsorship for the event (Yes/No) [please indicate the expected amount of sponsorship that could be mobilized by the organisers]</p> | |
| <p>Approval from competent authority of host organization (Yes/No)</p> | |
| <p>Any other comments, information you wish to provide</p> | |

GUIDELINES

1. Proposals are solicited from all Zones/Chapters of ESI. These can be also from any member/ organisation, in which case ESI will formalise it as per requirements.
2. The organizers may demonstrate in-house expertise in the conduct of Seminars/symposiums/Workshops/similar events
3. Necessary tentative approval is to be obtained from the competent authority of the host organisation concerned
4. Necessary permission from competent authorities of the institute may be obtained regarding the concessions offered for accommodation of delegates
5. As the host institute/organisation will be the co-organiser of the event, the Conference Hall/Committee room etc required for the conduct of the event are to be provided free of cost. Prior approval may be obtained from competent authorities of the Institute and it may be attached while applying for EOI
6. Services of an Event Management firm can be solicited for creating a webpage for the event, Registration of the participants, online receipt of abstracts/ oral and virtual presentations. The relevant charges for the Event management services are to be accounted as integral to the expenditures of the Symposium/conference
7. The first circular of the event should be notified at least four months before the start of the event in the ESI website
8. Timelines are to be scrupulously followed for Registrations/Receipt of applications/Selection of the candidates etc
9. The organisers should widely circulate the details of the event with the University/Academic Institutions etc. [ESI will share the available database of academic institutions/ universities/ student contacts]
10. The organisers have to use different social media platforms of ESI] (Facebook/Twitter/ handles and WhatsApp channels of ESI]
11. The organisers make ready the Abstract Book (Hard copy/e-Book] at least 15 days before the event. It is mandatory to release this during the inauguration of the event.
12. The organisers should communicate the tentative Technical Programme to ESI at least 15 days in advance for approval.
13. For financial transactions, the organisers can use ONLY the existing bank account of ESI or a new Bank account opened exclusively for the event with the prior approval of ESI. All receipts and expenditure vouchers are to be obtained ONLY in the name of ESI
14. The consolidated duly audited financial statement of the event should be submitted to the ESI within 30 days of the completion of the event
15. The Registration fee for students and delegates may be fixed in consultation with ESI; NB: Eighty per cent of Net Registration charges will be available to the organisers for the conduct of the event. This is subject to maintaining a balance of income and expenditure through generation of resources.
16. The proceeds of the Registration Fees, other sponsorships and additional financial liabilities relevant to the event should be finalised in discussion with ESI well before the event. The need for rational expenditure has to be taken into account in all logistics.
17. A detailed report on the event along with the copies of the publication(s)/proceedings should be submitted to ESI after the completion of the event, within a month
18. The organisers will have the liberty to form different committees for the smooth conduct of the event. The Executive committee of the ESI and its logo are to be prominently displayed in all the event materials

19. The entire logistics for conducting the event will be the responsibility of the organisers
20. The organisers are encouraged to get financial support from different Govt/Non-Govt/Private/corporate etc in consultation with ESI.
21. The customised souvenirs available with the ESI are to be considered while preparing the registration kits.

DOCUMENTS TO BE UPLOADED WHILE SUBMITTING THE PROPOSAL

1. Proposal in the given proforma
2. Consent letter from the competent authority of the host organisation