**Proposal template for the international conferences to be organised**

**Background**

Under the IoE scheme, the Institute, via the Office of Global Engagement, proposes to support high-quality international conferences hosted at IIT Madras. We expect these conferences to be truly international, with a good mix of international speakers and, importantly, participants as well.

Through this proposal document, you are expected to present a brief outline of the kind of workshop/conference you intend to organise, including key details described below, that will help the committee evaluate your proposal thoroughly. The proposals will be evaluated by a faculty committee, including one or more subject experts, based on scientific merit, quality of speakers, conference plan and deliverables.

We strongly believe that international conferences, where leading scientists and participants worldwide visit IIT Madras and witness our facilities, campus, students, and IITM Research Park from close quarters, will significantly improve our perception and internationalisation—a central mandate of the IoE initiative.

Notably, the conference secretariat at OGE will work with you to smoothen the organisation of the conference, with substantial contributions to all administrative aspects, as outlined at the end of this document. We will discuss these aspects with you in due course once proposals have been selected for funding.

Selected proposals will be funded up to 30% of the total budget or ₹10 lakhs, whichever is lower. Any requests beyond this amount must make a compelling argument for consideration. The organiser will be requested to provide a head-wise budget allocation for the grant if funded.

**Note**: Over the last 18 months, 48 proposals have been funded to the tune of **371.28 lakhs**.

We have observed that catering costs have been rising and have become an inordinate fraction of the total costs, which are not being sufficiently offset by registration fees or sponsorship. We encourage you to charge registration fees that will at least offset the catering costs. Going forward, we will discourage funding catering costs outside registration/sponsorship and provide higher support to other necessary costs, such as international travel/accommodation.

**Deadline: 2nd June 2024**

**Note: The next call for proposals will tentatively be in September 2024.**

**Proposal Format**

**Part A – Basic Information**

1. Type of event (Physical/Hybrid/Online)
2. Associated Research Initiative (*if applicable*)
3. List of organisers (*including any international co-organisers*)
4. Previous event experiences (*list any events as the main organiser or co-organiser*)
5. Number of national participants (including speakers, participants, and other invitees)
6. Number of international participants (including speakers, participants, and other invitees)
7. Keywords (*at least 5*)

**Part B – Brief Proposal**

1. Executive Summary – A well-thought-out and persuasive executive summary on why IIT Madras should fund this conference in the face of other competing proposals (< 300 words)
2. Principal themes and meeting objectives (< 300 words)
3. Why is it important to hold such a meeting (< 500 words)
4. Similar meetings in India or elsewhere (< 300 words)
5. Proposed location (in case the venue is outside of IIT Madras, clearly indicate why this is necessary and how IITM will nevertheless benefit from sponsoring this event)
6. Proposed accommodation (*also indicate if all participants will be housed together or in different venues*)
7. How will participants be selected (< 100 words)
8. Plans for networking sessions/panel discussions and other interactions during the meeting (< 200 words)
9. Networking aspects

(*We believe that networking is a vital component of every scientific meeting. Organisers are expected to facilitate networking through dedicated activities during the meeting; these should include, but not be limited to, poster sessions, joint meals, meet-the-speaker sessions, and flash talks. The selection committee welcomes creative ideas regarding the facilitation/promotion of networking*.)

1. Deliverables (< 500 words)

The meeting is not an end in itself but a means to establish more robust scientific programmes both in your pCoE and at IIT Madras. All meetings should result in at least a position paper and/or a meeting report. Rather than proceedings, an edited book or a short monograph can be another valuable outcome. More importantly, meetings should result in one or more of a) joint degree programmes, b) faculty mobility (both ways), c) student exchanges, d) joint research proposals, etc. While none of these may be guaranteed, thinking about these deliverables early in the conference process can help enable targeted discussions and increase the chances of one or more of the above happening.

**Part C – Document Uploads: Speakers, Budget and Schedule**

1. **List of speakers with affiliations. Mark each speaker *(Excel with template list of speakers attached to the email).***
   1. Male / Female
   2. Distinguished / Mid-to-senior / Early Career
   3. Confirmed / Unconfirmed
   4. National / International

*Note that it is highly preferred to have at least 33% women speakers, ~20% early career speakers, and 1-2 distinguished speakers. You may also want to invite journal editors from your field to speak about publishing in your area. At least 75% confirmed speakers will be desirable.*

1. **Budget and Financial Plan** *(Excel with template budget attached to the email).*

Present a detailed budget of the expenses, including income from registrations, sponsorships, and costs for speaker travel, catering, accommodation, location expenses, local transportation, social events, stationery, publicity, etc. Also, include details about potential industrial sponsors and if you already have any commitments, tentative or otherwise, from potential sponsors. If there are organisers from multiple institutes, clearly indicate the funding contributions from all participating institutes. Similarly, if there are multiple sponsoring agencies that have been approached, do share the details of the funding requests submitted to these agencies as well.

1. **Schedule:** Present a well-thought-out schedule, having sufficient time for talks, poster sessions, flash talks, excursions, social events, visits to IITM facilities/IITMRP, etc.

**OGE Conference Secretariat will assist in the following:**

**Pre-conference**: promotion and publicity, conference website and payment gateway

**Sponsoring**: Obtain financial support, reach out to sponsors, reach out to vendors to set up booths, and manage sponsor bookings.

**Event management and coordination**: Liaising with the registrar’s office for conference approvals, MEA/MHA visa approvals, NOCs, etc., liaising with speakers for travel/visas etc., co-ordinating speaker abstracts and enabling evaluation of participant submissions, processing bills via financial support from IoE initiative at IIT Madras.

**Main conference**: Event and delegate management/registration, venue booking and management (e.g. hotel/guest-house reservations, internet), brochure/flyer designing, backdrop, event banner, standees and posters, catering, webcasting, photo and video recording, travel forms, and bill collection from the invitees.

**Post-conference**: Participant feedback, conference video editing and upload (with speaker consent), auditing of expenses, obtaining meeting summary from organisers and keeping track of conference outputs and deliverables.

*It is mandatory to get clearance from MEA to hold any international conferences, seminars, workshops, training, etc. Organisers are advised to submit the applications at least* ***three months*** *in advance.*