

## Conference Proposal Form

We have recently completed a successful conference on Autoimmunity in New York, now we are planning to organize other conferences on the field of your expertise. We are looking for a highly active and imminent member who could support us to accomplish it. Although we do have highly proficient organizing committee to fulfill the task but we need a subject specialist to participate and chair the conference.

This conference will be a great break through to have a strengthened conversation and debate on research advancements and instrumental technologies. It would be a great opportunity to verbalize and discuss ideas face to face as well as to find out what others have explored in related areas.

Please fill the below information which will be required immediately for uploading on website (<http://www.conferencesynergy.com>),

### **1. Proposed title(s) of the conference:**

a. Please provide brief information about the subject field of the project and its current and future development.

b. Please describe briefly why this conference will be unique and helpful for the participants and the audience:

c. Who do you think should be the audience:

d. Key Research Areas covered in the conference:

- i.
- ii.
- iii.
- iv.

- v.
- vi.
- vii.
- viii.
- ix.
- x.

## 2. Date and venue

We are planning for 2-4 days conference 6-8 months ahead of time. I hope we will have enough time to complete the due tasks in time. And you know planning ahead is also suitable for managing funds. And the funding will be completely done by us there will be no botheration for you.

Now, it will be dependent on the time suitability of the speakers that you will provide us. So when you will provide us the speaker's list.

We will be highly grateful if you kindly support us in getting your University Auditorium. And please let us know about some important things for conference venue that are:

- a. Size and shape of conference room/hall for organizing traditional lectures, workshops and roundtables.
- b. Technical facilities like built-in audio-visual equipment, are they available?

<b>Date:</b> <b>From:</b> ..... <b>To:</b> .....	<b>Your Suggested Days:</b> .....	<b>Contact person details for venue booking</b>
<b>Venue (your suggested)</b>		
<b>Hotel</b> i. ii. iii.		
<b>University name: (Auditorium)</b> i. ii. iii.		
<b>Congress Center</b> i. ii. iii.		

## 3. Speakers and chair:

We need Keynote speakers, Plenary speakers, Session speakers, Chief guest selected by you and we request you to kindly send them first invitation letter by keeping us in loop so that we can follow up with them for getting their abstracts and further any assistance required to them.

(Please write in order of priority)

Keynote Speaker Name	Photograph	Email ID
	We have the photo	
	(You may attach separately)	



**Chair:** (Please provide name, affiliation and contact details) \_\_\_\_\_

**Co-Chair:** (Please provide name, affiliation and contact details) \_\_\_\_\_

**Scientific Committee:** (Please provide 6-8 names with their affiliation, contact detail and photographs.)

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

(6) \_\_\_\_\_

(7) \_\_\_\_\_

(8) \_\_\_\_\_

**Chief guest:** Any person of your choice (Please provide name, affiliation and contact details)

Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Contact details: \_\_\_\_\_

#### 4. Finance

We will cover the finances of the below items (details are provided later in this draft), for this purpose we will generate the funds through the registration of every participants

- a. Conference packs
- b. Advertising
- c. Secretarial staff
- d. Technical staff
- e. Office costs (our office: salaries of employees)
- f. Working staff in the conference (boarding and lodging)

**Note:** We do not require finance from you.

#### 5. Call for papers and audience

We will provide this service for the conference to invite the Participants for this purpose our office will dig out the data of relevant scientists to the conference topics.

What would be the fee structure?

For Student	
Academic	
Accompanying Person	
Corporate	

## 6. Technical assistance

We will provide all the technical assistance like.

- a. Video and sound facilities to computer and network connections
- b. Slides management
- c. Lecture Recordings
- d. Event Pictures

## 7. Hospitality

We will be responsible to provide the hospitality like:

**Catering (Tea, Coffee and Lunch)**

## 8. Program

- a. We will solicit the invitation letter for call for papers and for attendees.
- b. We will collect the abstracts from the participants
- c. We will send the draft program to speakers and chairs for confirmation

(Note: our office will be responsible for all correspondence with the participants)

## 9. Conference offices

We will manage a conference office for pre and post conference work.

A small office is requested from your side to review the abstracts as you can do this job better because of your specialty in this area.

## 10. Conference pack

We will offer a conference pack on the arrival of participants

- a. Abstract book
- b. Certificates of participation
- c. Name tags
- d. A map of the city
- e. Writing pad
- f. Conference bags
- g. A pen
- h. Fliers from external organizations (publishers etc.), who have paid for the inclusion of their publicity.
- i. Poster Boards (including, pins, tap, etc.)

### 11. What to keep in mind during the conference?

During the conference we will perform the following tasks with few members of the scientific committee, as we are not native so we cannot communicate better

- a. Receiving speakers, chairs and all other participants
- b. Being present whenever possible at all lectures and events
- c. Onsite Registering participants (our staff)
- d. Distributing conference packs
- e. Receiving people during all conference sessions
- f. Giving general information
- g. Solving minor inconveniences
- h. Reporting to organizers regarding any major inconveniences.

### 12. Website designing, hosting, uploading, updating

Our office will be fully responsible for taking any assignment related to Conference website

### 13. Things to do after the conference

We will publish the proceedings of the conference papers.

We will upload the memories and the talks on website.

### 14. Marketing, Promotion and Media Partners

Our office will promote this conference by negotiating with the publishers of the scientific journals and other organization who are in this business.

### 15. Sponsors and Exhibitors

Our office will communicate with the manufacturers, suppliers, research organizations, hospitals and scientific societies etc. who may sponsor the participants or promote their products or who wish to setup a booth. We need your support to introduce and recommend the conference, as they are located in your country.

### 16. Companies/Institutions/Organizations that may interested to sponsor will be entitled to have booths during conference for the display of their instruments/Products and will be entitled for presentation of their product (If you have such names please provide the below information)

	Company Name	Contact Person Name	Contact information
1			
2			
3			
4			

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**17. Welcome message**

- a. *Abstract* (You may provide later):

**18. Any Suggestion**

We request you to support us in this mission.

Form completed by: \_\_\_\_\_

Date: \_\_\_\_\_