



7. Name, address and designation of faculty member/members.
8. How many delegates are expected to attend.
9. What is the delegates fee?
10. What financial assistance is offered to the faculty member/members and to the delegates?  
Give details.  
(Attach separate sheet)
11. Anticipated total expense, give details with supportive evidence.
12. Attach certificate/letter of acceptance from faculty members/letter granting usage of proposed venue from appropriate authority etc. relevant to the proposed function.
13. Any financial help expected from or applied for elsewhere. Give detail if proceedings are published, expected income from sponsors/advertisers.
14. Amount expected from the Trust.
15. To whom the cheque/bank draft is to be made payable?
16. I agree to:
  - 16.1 Send to the Trust office final printed programme and the proceeding as soon as available.
  - 16.2 Print prominently in both programme and proceeding that part of the function which is financed by the Trust.

- 16.3 To accept upto five nominees of the Trust to participate without any registration fees.
- 16.4 To send to the Trust office copy of audited account and utilisation certificate duly signed by a Chartered Accountant within 3 months of completion.
- 16.5 Send a stamped receipt to the Trust office for money sanctioned? Total money will be paid in two instalments.
- 17. How is this function going to help the local members of IEA?

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Signature of the Applicant

Place:

Date:

Forwarded through local Chapter/Branch with their comments.

**DECLARATION**

At the end of the conference if there is an excess of income over expenditure, I undertake to do donate atleast 50% of this sum to the Trust Corpus.

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Signature of the Applicant

