



**LAHORE COLLEGE FOR WOMEN UNIVERSITY
PLANNING OF CONFERENCE AND ACADEMIC EVENT**

REQUEST FORM

- CONFERENCE: NATIONAL/INTERNATIONAL SEMINAR WORKSHOP SYMPOSIUM SHORT COURSE FIELD TRIP

1. **Title of the event/activity:** _____

2. **Tentative Date:** _____

3. **Duration:** _____

4. **Desired Venue:** _____

5. **No. of Participants:** _____

6. **Objectives:**

7. **Outcomes:**

8. **Speakers and their designation** (Attach separate sheet if necessary) _____

9. **Applied within due date:** Yes No

- a) Lecture-1week
- b) Field Trip- 1week
- c) Seminar-15days
- d) Short Course-15days
- e) Conference 2 Months
- f) Symposium-1-3Months

10. Registration Fees: _____

11. Approval of budget (Specify amount and details of Funding agency)

- a) HEC
- b) University Grant
- c) Other Donors/ Sponsors
- d) PHEC

12. List of Event Organizing Committee (Attach extra sheet if required)

Names	Designation	Duties Assigned	Contact Numbers	Email Address

13. Check List

- Objectives
- Funding Details
- Audience
- Speaker Details
- Outcomes
- Complete Request Performa Attached

14. Dean/Director/Incharge/Head

Remarks	Signatures/Stamp
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15. Applicants Details and Signature:

Dated:

16. Approval and Remarks of Committee

Remarks	Signatures Convenor Co.Convenor
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17. Approval of Vice Chancellor

Signature/ Stamp

For the Information of

- a) Registrar office
- b) Chief Security Officer
- c) Information technology
- d) Estate Officer