



**Proforma for bidding to hold
Indian Chemical Engineering Congress (CHEMCON)**

Bid for the year: 2024

(This proforma duly filled-in is to send to the Honorary Secretary, IIChE any time during the year but one month before the CHEMCON of that particular year. Persons signing the bid will also have to present their bids in person to the Council) at its meeting for the year which is held at the time of CHEMCON.

1.	Name of the bidding Regional Centre/ Institution	
2.	Address	
		Tel. No.
		Fax.No.
	E-mail :	
3.	Name and addresses of persons authorized to bid	
4.	Available Physical facilities	
	a) Auditorium	
	b) Lecture rooms (for parallel sessions)	
	c) Guest House/Hotel accommodation (to be provided free for Council Members/ Speakers of Memorial Lectures)	
	d) Guest House/Hotel accommodation (with approx tariffs) for delegates	
	e) Catering venue	
	f) Telecom facilities at the venue	
	g) Transport facilities (Railway network/ Bus Station/Airport/Local transport etc)	
5.	Estimated budget (planned for ----- delegates)	
Expenditure Rs.		
	a) Delegates hospitality (including kit, bag/gift etc.)	
	b) Physical arrangements	
	c) Transport/Travel	
	d) Printing & Stationery	
	e) Catering	
	f) Others (Specify)	
Income Rs.		
	a) Delegates registration (@ per delegate)	
	b) Sponsors/Donations	
	c) Souvenir Advertisements	
	d) Exhibition	
	Others (Specify)	
6.	Plan for raising of finances for the delegates	
7.	Others remarks, if any	

UNDERTAKING

We, the undersigned, representing the Regional Centre of IIChE read all the points mentioned in the Guidelines pertaining to conduct CHEMCON and agree to abide by the same. We also note that in case of ending up with deficit of income over expenditure in the conduct of CHEMCON, it is the responsibility of the bidding Regional Centre to bridge the gap. We shall agree to submit the Bank Account Closing Certificate to the Headquarters within six (6) months after completion of CHEMCON. In case of any differences of opinion on any aspects of conduct of the CHEMCON, we note that the decision of the IIChE Council conveyed through the President, is final and we will abide by the same.

Signature of Chairman:

Name:

Date:

Signature of Honorary Secretary:

Name:

Date :

N.B.: The above undertaking should be submitted separately in a non-judicial stamp paper (Rs.10/-) after receiving the approval letter from IIChEHQ.