

## APPENDIX A

### Check list for Submission of Proposal for Hosting the Congress

*Kindly use this format to submit your proposal. All items should be duly completed. Details under each head should be brief. Total pages should not exceed 4 including the Budget. Kindly refer to Section VII of the guidelines – ‘The Proposal’ - before preparing the Congress proposal. The presentation can be submitted in Power Point Format.*

**Proposal to include:**

1. Aspiration/Motivation.
2. Vision and Mission.
3. Theme.
4. Goals and Objective.
5. Venue.
6. Duration of the Congress – 2 to 3 full days and 2 half days work well.
7. Participation.
8. Program details.
9. Communications.
10. Delegate Fees.
11. City Tours.
12. Travel.
13. Accommodation.
14. Outside Catering.
15. Financing.
16. Budget.
17. Remarks.
18. Congress Committee.
19. Contact Person.
20. Local Government Support.

Note: Creativity has no bounds. The above are offered simply as an aid to creativity. There is diversity in every community. What is important is how we manage that diversity and bring harmony to our far-flung community. That needs to surface to the top.

**Indicate Legacy projects, if any, envisaged:** \_\_\_\_\_

**Remarks if any:** \_\_\_\_\_

**Name of the Proposer/Organisation:** \_\_\_\_\_

**Country:** \_\_\_\_\_