ANNEX1

Technical data sheet relating to the request

for organizing a scientific event

(To be completed)

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| Part I : Information about the scientific event |

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| --- | --- |
| Organizer | Establishment ………….………….………….………….…………. |
| Faculty ………….………….………….…………. ………………….. |
| Institute ………….………….………….…………. …………………. |
| Department for the schools ………….………….………….……... |
| Research laboratory ….………….…….………….………………….  |

|  |  |  |
| --- | --- | --- |
| Congress | Seminar | Symposium |
| Conference | Workshop |  |
| Doctoral school | Study day | Other specify ………………… |

|  |  |
| --- | --- |
| Title of the scientific event | ………….………….………….………….  |
| Size of the event | National | International |
| Date of the event ………….………….………….………….…………. |
| Place of the event ………….………….………….………….…………. |

|  |  |
| --- | --- |
| Partner (s) involved in the event | 1- National partner (s)  |
| 2- International partner (s)  |

|  |  |
| --- | --- |
| Publication of the proceedings of the scientific event in a special issue of a journal | - Title of the review,  |
| - ISSN and EISSN of the review,  |
| - Indexing of the review in: Web of Science, Scopus or ASJP. |

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| Number of participants ………….………….…………. |
| Number of PhD student ………….………….…………. |

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| --- | --- |
| Is the organization of the event entrusted to an agency? | No |
| Yes Which one ? ……….………….…… |

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| Abstract of the scientific event  ………….………….………….………….…………………………………………..………….………………………………….………….… |

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| Topics of the scientific event   |
| Topic 1 : ………….………….………….………….………….………….………….………….…………. |
| Topic 2 : ………….………….………….………….………….………….………….………….…………. |
| Topic 3 : ………….………….………….………….………….………….………….………….…………. |
| Topic 4 : ………….………….………….………….………….………….………….………….…………. |

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| Part II : President of the scientific event[[1]](#footnote-2) |

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| --- | --- |
| Full name  | …………………….………….………….………….. |
| Rank  | …………………….………….………….……….…. |
| Function | …………………….………….………….…….……. |
| E-mail | …………………….………….………….…….…….. |
| Mobile  | …………………….………….…..……….………….. |

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| Part III : Organizing committee[[2]](#footnote-3) |

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| --- | --- | --- | --- | --- |
| Full name | Quality | Affiliation | E-mail | Tel. |
| …………. | President | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |

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| Part IV : Scientific committee[[3]](#footnote-4) |

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| --- | --- | --- | --- | --- |
| Full name | Quality | Specialty | Affiliation | E-mail |
| …………. | President | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |
| …………. | Member | …………. | …………. | …………. |

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| Part V : Contribution of sponsors |

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| --- | --- | --- |
| Organism | Amount in DA | Nature (accommodation, catering, coffee break, printing…) |
| ………………… | ………………… | ………………… |
| ………………… | ………………… | ………………… |
| ………………… | ………………… | ………………… |
| ………………… | ………………… | ………………… |
| ………………… | ………………… | ………………… |
| ………………… | ………………… | ………………… |
| ………………… | ………………… | ………………… |
| ………………… | ………………… | ………………… |
| ………………… | ………………… | ………………… |

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| Part VI : Contribution of the organizer |

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| --- | --- | --- | --- |
| Nature of the contribution | Details of the contribution | Amount in DA | Remarks |
| Accommodation | …………… | …………… | …………… |
| Catering | …………… | …………… | …………… |
| Ticketing | …………… | …………… | …………… |
| Transport | ……………... | …………… | …………… |
| Total | ……………... | …………… | …………… |

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| Part VII : Participation fees |

|  |  |
| --- | --- |
| Quality  | Amount in DA |
| Lecturers-researchers  |   |
| Researchers from foreign universities |   |
| PhD students  |   |
| Professionals  |   |
| Others  |   |
| Total  |   |

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| Part VIII : Commitment |

I, the undersigned, Mr/Mrs ………………………………………, president of the scientific event, hereby declare that I am a person duly authorized to represent the applicant organization. In this regard, I hereby declare that all the information contained in, and attached to, the present document is correct to the best of my knowledge. Furthermore, I declare that I agree to submit the scientific and financial results of the scientific event no later than (02) two months from the date of its completion.

Also, I agree to notify the Directorate General of Scientific Research and Technological Development in time in case of cancellation or postponement of the event.

Done at ……………… on ….. /..../20…

Signature of the president of the scientific event

1. The head of the scientific demonstration must belong to the faculty of the college (a mandatory condition). [↑](#footnote-ref-2)
2. The head of the scientific committee must belong to the faculty of the college (a mandatory condition). [↑](#footnote-ref-3)
3. The chairman of the organizing committee must belong to the faculty of the college (a mandatory condition). [↑](#footnote-ref-4)