

## PROPOSALS INVITED FOR HOSTING THE 24<sup>TH</sup> ANNUAL NATIONAL CONVENTION OF SOCIETY OF PHARMACOGNOSY-2020

Proposals to organize 24<sup>th</sup> Annual National Convention of Society of Pharmacognosy are welcome. The proposals should be submitted on or before 15/01/2018 to The Secretary, Society of Pharmacognosy, H.Q.: Department of Pharm Sciences, Dr. H.S. Gour Vishwavidyalaya, Sagar (M.P.) 470003. Soft copy of proposal should be submitted by email [hqsagar.isp@gmail.com]. The proposer/representative must attend the 23<sup>rd</sup> National Convention to be held at CSIR-NBRI, Lucknow during February 22-23, 2019.

### GUIDELINES FOR PROPOSAL SUBMISSION

Please include the following information and address the following criteria in your proposal in a maximum of 10 pages;

1. Why do you want to host the 24<sup>th</sup> Annual National Convention of Society of Pharmacognosy?
2. How will your organizing team encourage and incorporate participation of Students, faculty members, scientists, academicians, herbalists, Indigenous, traditional and local community members?
3. What are your preliminary ideas for themes of 24<sup>th</sup> Annual National Convention?
4. How will your organizing team incorporate information-sharing structures into the 24<sup>th</sup> Annual National Convention beyond conventional academic formats?
5. How would you describe the host organization or institution's strengths in relation to successful hosting of this mega event?
6. What is the host organization's capacity and experience in relation to organizing a major event of this kind?
7. What is your team's proposed organizational plan? Please include information about the following: specific convention location and locations of potential venues; local organizing committee; infrastructure and services; institutional, governmental and other support, and a well-developed funding strategy. Maps and photos of the proposed location and region can be included as supporting materials.
8. Logistics: Do adequate facilities exist for accommodation? Is local administrative support available for logistics? What strategy do you have to help participants to provide accommodation and transport for local? Are interesting field sites nearby and accessible?
9. Organizational and funding support: Is your team able and willing to establish a strong and active local organizing committee to work on the convention program, logistics and fundraising?
10. Additional criteria: Does your team have the ability to develop and regularly update a detailed web page or create a website for convention?
11. Proceedings: Does your convention organizing team have an interest in, and ability to compile and oversee publication of Convention Proceedings, either electronically or in print?
12. Contact details of proposer.
13. Annexure 1: Permission/approval from Director/Vice Chancellor/Management/Appropriate authority.
14. Annexure 2: Supporting documents regarding available logistics support and infrastructural facility.

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