

Proposal Template for Hosting the India HCI Symposium

1. Host Institution Details

Please provide the following details about the host institution:

- Name of the Institution:
- Department/Section:
- Address:
- Website URL:
- Contact Person:
 - Name:
 - Designation:
 - Email:
 - Phone Number:
- Is the institution an HCIPAI institutional member? (Yes/No):
- Are the proposed chairs HCIPAI members? (Yes/No):

2. Proposed Dates

Please suggest at least two sets of dates for the symposium:

- Option 1: From [Start Date] to [End Date]
- Option 2: From [Start Date] to [End Date]
- Are you flexible with the year or dates if required by HCIPAI? (Yes/No):

3. Proposed Theme

Please suggest a theme for the symposium that aligns with the goals of India HCI. Example themes include:

- HCI for Early Education (K-12)
- HCI for Social Good
- Transforming Touchpoints for HCI

Proposed Theme: [Insert Theme]

4. Infrastructure and Facilities

Provide details about the infrastructure available at the host institution:

- Lecture Theatres (Number and seating capacity):
- Conference/Seminar Rooms:
- Auditorium (Seating capacity):

- Dining Facilities:
- Wi-Fi Connectivity:
- Accommodation for Speakers and Attendees:
- Transportation Options:

5. Organizing Committee

Please provide details of the proposed organizing committee:

- General Chair(s):
- Program Chair(s):
- Registration Chair(s):
- Website and Outreach Chair(s):
- Social Media Team:
 - Roles and Responsibilities:
 - Platforms to be used (e.g., LinkedIn, Twitter, Instagram, Facebook):
- Student Volunteers:

6. Proposed Activities

Outline the activities planned for the symposium:

- Keynote Sessions:
- Workshops:
- Student Project Showcases:
- Panel Discussions:
- Networking Opportunities:

7. Budget Estimate

Provide a tentative budget for the symposium (estimate for a minimum of 100 attendees over 2 days):

- Venue Costs:
- Speaker Honorariums and Travel:
- Catering and Refreshments:
- Marketing and Promotion:
- Workshop Materials:
- Social Media Campaigns:
- Miscellaneous Expenses:

Total Estimated Budget: [Insert Amount]

8. Past Experience and Preparations

Provide details of any past experience in hosting similar events and preparations made for the symposium:

- Previous Events Hosted:
- Preparations Made:

9. Additional Information

Include any additional information that strengthens your proposal:

- Proposed Sponsors (if any):
- Social Media Strategy:
- Any other relevant details: