

Scientific Event

2025-2026

People's Democratic Republic of Algeria
Ministry of Higher Education and Scientific Research

High Teachers Training School el-Katiba Assia Djebar of Constantine

Deputy Direction in Charge of Information and Communication Systems
and External Relations

Technical Sheet



This guide is aimed at members of the High Teachers Training School el-Katiba Assia Djebar of Constantine- in order to encourage and guide the organization of international scientific events (Study day, Workshops, Conferences, seminar, ...)

To organize a scientific event, this technical sheet must be completed and sent to the Deputy Direction in Charge of Information and Communication Systems and External Relations. After study, it will be submitted to the school's Scientific Council.

sent to:
relex.ensc@gmail.com



Contact Us:

Company Name ENSC
*High Teacher Training
 School Assia Djzbar of
 Constantine*

Address
*Pôle universitaire Salah
 Bounider Constantine 3,
 Constantine, 25000.*

Phone number
 031 78 60 61

E-mail:
Relex.ensc@gmail.com

Website:
www.ensc.dz

Selection Criteria

- Relevance (define objectives).
- Target audience.
- Quality of the speakers.
- Financing Plan, Potential partners and sponsors.
- Respect of deadlines.

Procedures and Deadlines

Requests for scientific events must respect the following deadlines:

- Between 09 and 12 months for international events.
- Between 03 and 06 months for national events.
- Between 01 and 03 months for research, study days, ...

Contact: For any additional information, please contact the
 Deputy Director in Charge of Information and Communication
 Systems and External Relations

Pr. BELKACEM YAKHLEF.

E-mail: relex.ensc@gmail.com

Phone number : 031 78 60 70

Technical Sheet

General Information	Department	
	Research Laboratory	
	Title of the event	
	Expected date of the event	/...../.....
	Total number of the participants with communication	
Contact information	Full Name	
Information about the event	Type & Form of scientific manifestation (Check the appropriate box)	- International Congress ☐ - National Congress ☐ - International Conference ☐ - National Conference ☐ - International Symposium ☐ - National Symposium ☐ - International Colloquium ☐ - National Colloquium ☐ - Round Table ☐ - Study Day ☐ - Seminar ☐ - Workshop ☐
	Mode	- On-site ☐ - Remote (Webinar) ☐ - Hybrid ☐
	Aims of the scientific manifestation	1 -

		2 - 3 -
	Duration (Specify the number of days)	 days
	Planned location of the event	
	Target population (audience) (Check the appropriate box(es))	- Teachers/ Researchers ☐ - Ph.D. Students ☐ - Students ☐ - Administrative staff ☐ - Others (specify) ☐ -
	Expected number of participants (Check the appropriate box)	- Less than 20 ☐ - Between 20 and 30 ☐ - Between 30 and 50 ☐ - Between 50 and 70 ☐ - Between 70 and 100 ☐ - Between 100 et 200 ☐ - More than 200 ☐

Estimated Budget
of the Scientific manifestation

Type (form) of the scientific manifestation (Check the appropriate box)	- International Congress ☐ - National Congress ☐ - International Conference ☐ - National Conference ☐ - International Symposium ☐ - National Symposium ☐ - International Colloquium ☐ - National Colloquium ☐ - Round Table ☐ - Study Day ☐ - Seminar ☐ - Workshop ☐		
Total number of speakers expected			
Number of foreign speakers expected			
Number of national speakers expected			
Number of Guests Expected			
Number of Participants Expected			
Estimated expenses			
Designation of expenses	Quantity	Unit price including all taxes	Among including all taxes

Planned nights			
Planned meals			
Planned coffee break			
Planned transportation			
Planned air tickets			
Printing			
Advertising			
Others			
Total			
Estimated Incomes			
Expected participation Fees			
Expected Sponsor contribution			
Administration			
Others			
Total			

Opinion of the administration

THE PRESIDENT OF THE SCIENTIFIC COMMITTEE OF THE DEPARTEMENT/ LABORATORY	
THE DEPUTY DIRECTOR IN CHARGE OF INFORMATION AND COMMUNICATION SYSTEMS AND EXTERNAL RELATIONS OF ENSC	
THE PRESIDENT OF THE SCIENTIFIC COMMITTEE	

OPINION OF THE DIRECTOR OF HIGH TEACHERS TRAINING SCHOOL EL-KATIBA ASSIA DJEBAR OF CONSTANTINE