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Hyderabad Metropolitan Region, TELANGANA - 508126
अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर, हैदराबाद
मेट्रोपोलिटन क्षेत्र, तेलंगाना – 508126

CHECK LIST FOR SEEKING PERMISSION TO ATTEND SCIENTIFIC MEETING/CONFERENCE/SYMPOSIUM/SEMINAR/WEBINAR/WORKSHOP/ SHORT-TERM TRAINING OR COURSE OR PROGRAMME ABROAD

1.	Institute joining letter
2.	Organizer/ Organizing Institution of the event
3.	Participation category/ attending period
4.	Funding agency/ expenditure (Financial support from AIIMS, Bibinagar)
5.	Funding agency/ expenditure (Financial support other than AIIMS, Bibinagar)
6.	Acceptance letter of scientific paper (Research work conducted in AIIMS, Bibinagar)
7.	Copy of abstract of scientific paper
8.	Invitation letter to participate in the event
9.	Brochure of the event with registration amount
10.	Consent from all co-authors for presentation of scientific paper
11.	Research project under which the work was carried out
12.	Details of the last event attended abroad with financial support from AIIMS, Bibinagar
13.	Faculty looking after the duties during applicant's absence
14.	Undertaking from the Faculty mentioning the work to be presented in the conference is associated with a recognised International Society/Association/Body and not in a predatory conference or those bodies publishing such journals or indulging in self-marketing (to be forwarded by HOD)
15.	Brief mention regarding valuable contribution of participation helping this Institute and projecting the image of the Institute abroad

Comments of the Members of International Conference Committee:

Signature of the Chairperson/Member Convenor
International Conference Committee
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