**Appendix A**

**Form For hosting Congress**

Kindly use this form to submit your proposal. All items should be duly completed. Details under each head should be brief. Total pages should not exceed 2. Further submission of items 8 to 13 should not exceed 2 pages, including the Budget.  Kindly refer Section V of the guidelines on – ‘The Proposal’ before preparing the Congress proposal.  The presentation can be submitted in Power Point Format.    
  
1. Vision and Mission    
2. Theme  
3. Goals and Objectives  
4. Venue  
5. Duration of the Congress  
6. Participation  
7. Program details  
8. Delegate Fees  
9. City Tours  
10. Travel  
11. Accommodation  
12. Outside Catering  
13. Budget – See ‘Appendix B’of the Guidelines.

Indicate Legacy projects, if any, envisaged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Proposer/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: Items 8 to 13 will be submitted to the GWG Administrator at [gwgadmin@gmail.com](mailto:gwgadmin@gmail.com) within 12 months of awarding of the Congress.