

الجمهورية الجزائرية الديمقراطية الشعبية
People's Democratic Republic of Algeria
Ministry of Higher Education and Scientific Research

Directorate-General for Scientific Research
and Technological Development
University Ahmed DRAIA of Adrar



Application form relating to the request for organizing a scientific event

The event file must include:

- A request stamped by the head of the establishment sent at least six (06) months before the event takes place ;
- The attached technical data sheet ;
- The programme of the event ;
- CVs of foreign participants, if applicable ;
- Minutes of the scientific council of the faculty or the institute or the department for schools, approving the event ;
- Letter of commitment for the publication of the proceedings of the event in a special number of a review indexed in the WEB OF SCIENCE, SCOPUS or ASJP signed by the Editor-in-Chief.

NB: Any incomplete file or received after the deadline will be rejected.

Technical data sheet relating to the request for organizing a scientific event (To be completed)

Part I : Information about the scientific event

Organizer	Establishment
	Faculty
	Institute
	Department for the schools
	Research laboratory

Congress <input type="checkbox"/>	Seminar <input type="checkbox"/>	Symposium <input type="checkbox"/>
Conference <input type="checkbox"/>	Workshop <input type="checkbox"/>	Summer school <input type="checkbox"/>
Doctoral school <input type="checkbox"/>	Study day <input type="checkbox"/>	Other <input type="checkbox"/> specify

Title of the scientific event
Size of the event	National <input type="checkbox"/> International <input type="checkbox"/>
Date of the event	
Place of the event	

Partner (s) involved in the event	1- National partner (s)
	2- International partner (s)

Publication of the proceedings of the scientific event in a special issue of a journal	- Title of the review,
	- ISSN and EISSN of the review,
	- Indexing of the review in: Web of Science, Scopus or ASJP.

Number of participants
Number of PhD student

Is the organization of the event entrusted to an agency?	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Which one ?

Abstract of the scientific event
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Topics of the scientific event
Topic 1 :
Topic 2 :
Topic 3 :
Topic 4 :

Part II : President of the scientific event

Full name
Rank
Function
E-mail
Mobile

Part III : Organizing committee

Full name	Quality	Affiliation	E-mail	Tel.
.....	President
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member

Part IV : Scientific committee

Full name	Quality	Specialty	Affiliation	E-mail
.....	President
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member
.....	Member

Part V : Contribution of sponsors

Organism	Amount in DA	Nature (accommodation, catering, coffee break, printing...)
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Part VI : Contribution of the organizer

Nature of the contribution	Details of the contribution	Amount in DA	Remarks
Accommodation
Catering
Ticketing
Transport
Total

Part VII : Participation fees

Quality	Amount in DA
Lecturers-researchers	
Researchers from foreign universities	
PhD students	
Professionals	
Others	
Total	

Part VIII : Commitment

I, the undersigned, Mr/Mrs, president of the scientific event, hereby declare that I am a person duly authorized to represent the applicant organization. In this regard, I hereby declare that all the information contained in, and attached to, the present document is correct to the best of my knowledge. Furthermore, I declare that I agree to submit the scientific and financial results of the scientific event no later than (02) two months from the date of its completion.

Also, I agree to notify the Directorate General of Scientific Research and Technological Development in time in case of cancellation or postponement of the event.

Done at on /.../20...

Signature of the president of the scientific event

Part IX : Signatures

<p><i>THE OPINION & VISA OF THE HEAD OF THE ESTABLISHMENT</i></p>	
<p><i>NOTICE AND ENDORSEMENT OF THE DEAN OF FACULTY</i></p>	
<p><i>THE OPINION OF THE SCIENTIFIC COUNCIL (FACULTY, INSTITUTE, DEPARTMENT (FOR THE SCHOOLS).</i></p>	