

Application to host annual conference of Indian Society of Transfusion Medicine (TRANSMEDCON)

To
Secretary
Indian Society of Transfusion Medicine (ISTM)
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Dear Sir / Madam

TheZone of ISTM wishes to host the Annual Conference of the ISTM for the year

I. The Applicant

- Name of applicant:
- Contact details:
- Zone of the country:
- Forwarding of Zonal Representative:
- Previous experience in organization of scientific event

II. Conference Venue

- Proposed conference center
- Lecture halls (main Hall with seating capacity of 700 – 1,000)
- Lecture halls (2 halls with seating capacity of 150 – 250)
- Co-activity - (2 halls with seating capacity of 50 – 100)
- Exhibition space (10000 sqm)
- Registration area (large area with counters for up to 1,000 people)
- Restaurants, entertainment areas and catering facilities
- Information counter
- Space for ISTM – HO activity measuring 25 – 30 sqm

III. The City

- Please provide information about city hotels such as:
- Number of beds per star category
- Average cost of hotel rooms
- Connectivity – rail, road, air
- Availability of public transport
- Airport availability
- International connections

- Information about tourist attractions in the city
- Information about the climate during the Conference period
- Last conference held in the city, if applicable.

IV About Venue

- Security arrangement
- Fire prevention
- Wireless internet facility
- A/C facility for lecture halls and exhibition area throughout the conference
- Any other information

Signature of applicant

Signature of Zonal Representative

Place & Date