**Request for Conducting Plasma Outreach Programme**

We request Institute for Plasma Research, Gandhinagar to conduct a scientific outreach program on Plasma, its Applications and Nuclear Fusion at our institution.

|  |  |
| --- | --- |
| Name of the Institution |  |
| Full Address |  |
| Name of the Head of the Institution |  |
| Designation |  |

|  |  |
| --- | --- |
| Name of the contact person(s)  |  |
| Email of the contact person(s) |  |
| Mobile number of contact person(s) |  |

|  |  |
| --- | --- |
| Proposed dates of the event (from-to) |  |
| Proposed timings of the event (from-to) |  |
| Do you want to conduct teacher training programme?  |  |
| Do you want to conduct quiz for students? |  |
| Do you want to conduct tokamak game competition?  |  |

We agree to provide the following for holding the event

|  |  |
| --- | --- |
| **Facility** | **Yes/No** |
| Enclosed area for exhibition (minimum 10mx10m) |  |
| Hall for conducting lectures with A/V system  |  |
| Appropriate numbers of tables and chairs |  |
| Appropriate number of power outlets (230v AC)  |  |
| Local transportation for IPR team |  |
| 50 student volunteers (preferably science students) |  |
| Responsibility of inviting other schools/colleges in the area |  |
| Informing press/media about the event |  |
| \*Accommodation  |  |
| Parking space for IPR truck |  |

\*Please read instructions regarding accommodation on next page

I have read and understood the responsibilities of the host institution listed in the website [www.ipr.res.in/outreach/documents/host\_resp.html](http://www.ipr.res.in/outreach/documents/host_resp.html) and will abide by it to the best of our abilities.

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Signature of the Head of the Institution

Seal of the Institution

Place:

Date:

|  |
| --- |
| **Checklist for Host Institution** |
| **No** | **Item** | **IPR Comments** | **Host’s Response (please respond to all items)** |
| **1** | **Hall for exhibition**  |
|  | * Dimension of the hall (LxB in meters)
 | As large as possible (Minimum 10mx10m, typically 15mx15m) |  |
|  | * Is it an enclosed hall?
 | Enclosed hall required for safety  |  |
|  | * Can the hall be darkened with curtains?
 | Hall should be dark to be able to see plasma properly |  |
|  | * Does the hall have A/C or fans?
 | Cooling is required to keep working models cool |  |
|  | * Is it on the ground floor?
 | Preferably on ground floor so that exhibits can be unloaded and taken to hall from truck. |  |
|  | * Is there a storage space for empty exhibit boxes?
 |  |
|  | * How close can our truck approach the entrance of the hall?
 |  |
|  | * No. of 230V (5/15A) power outlets in the hall
 | We will need minimum 10 nos of 230V/15A, grounded power outlets. |  |
|  | * Tables for placing the exhibits
 | Sturdy, flat-top tables with wooden top and dark cloth cover (typical size 1.0x 0.5m or bigger) : 35 numbers and 20 chairs |  |
| **2** | **Hall for lectures/quiz** |
|  | * Area of the hall
 | Should be able to comfortably seat minimum 50 people |  |
|  | * Seating capcity
 |  |
|  | * Does the hall have A/V facilities
 | Requires digital projector (HDMI input) and audio system |  |
|  | * Distance of lecture hall from exhibition hall
 | As close to exhibition hall as possible |  |
| **3** | **Accommodation for IPR team** |
|  | * Accommodation for IPR team (7 rooms, single occupancy)
 | With the new government order stipulating that officers on duty should use government guest houses, host will have to either provide accommodation at their cost or ensure that Government guest house is made available for which IPR will pay.Please note that final confirmation of event will be done only after receiving confirmation of accommodation. |  |
| **4** | **Local Transportation** |
|  | * Local transportation for IPR team (7 people)
 | Host will have to provide airport/railway station pickup/drop, daily transportation from accommodation to venue and back. |  |
| **5** | **Student Volunteers** |
|  | * 50 student volunteers
 | Preferably science students (if school, 11-12 std) if college, UG/PG Physics |  |
| **6** | **Parking Space for IPR truck** |
|  | * Secure parking space for IPR truck that will transport the exhibits
 | Preferably within the campus and also providing basic amenities to the truck driver |  |
| **7** | **Manpower for Loading / Unloading exhibits** |
|  | * Manpower for loading/unloading the exhibits from the truck and moving it to the exhibition hall
 | At least two persons will be needed to help the driver to unload/load the exhibits from the truck and move it to the exhibition hall.  |  |
| **8** | **Details for the Event Poster** |
|  | * Name of the contact person
 | These three details will appear on the event poster that IPR will make and send it to the host for circulation.  |  |
|  | * Mobile Number
 |  |
|  | * E-mail
 |  |
|  | * Location of the venue
 | Full address of the venue of the exhibition (including name of the hall, building etc) |  |