**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? |  |

\*On the final day, the exhibition will end by noon so that exhibits can be packed and loaded for next destination.

We agree to provide the following for holding the event ;

|  |  |
| --- | --- |
| **Facility** | **Yes/No** |
| Enclosed area for exhibition (minimum 15mx15m) |  |
| Hall for conducting lectures with A/V system |  |
| Appropriate numbers of tables and chairs |  |
| Space for VR exhibit |  |
| 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 (Min 15mx15m) | Size available : |
|  | * 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. Either dark curtains or black paper covering over windows should be done. |  |
|  | * 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.  If exhibition hall is on the upper floor, then additional labour will be required for quick transfer of exhibits to the hall. |  |
|  | * 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 30 nos of 230V/5A, 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 |  |
|  | * Space for VR | Min 3m x 3m for one VR exhibit  If more space is made available, up to 4 VR exhibits can be operated |  |
|  | * WiFi Acess | WiFi access to all IPR team members for running VR exhibits and for performing office duties during the event. |  |
| **2** | **Hall for lectures/quiz/Tokotoy competition** | | |
|  | * Area of the hall | Should be able to comfortably seat minimum 50 people, with tables for conducting training programme, quiz and Tokotoy competition |  |
|  | * 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 (8 rooms, A/C, 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 by IPR only after receiving confirmation of accommodation. |  |
| **4** | **Local Transportation** | | |
|  | * Local transportation for IPR team (Min. 8 people) | Host will have to provide airport/railway station pickup/drop, daily transportation from accommodation to venue and back. |  |
| **5** | **Student Volunteers** | | |
|  | * 50-60 student volunteers | Preferably science students (if school, 11-12 std) if college, UG/PG Physics. Certificates will be provided by IPR |  |
| **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 FOUR persons will be needed to help the driver to unload/load the exhibits from the truck and move it to the exhibition hall. If exhibition hall is on the upper floor, then additional labour will be required for quick transfer of exhibits to the 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) |  |
| **9** | **Teacher Training Program** | | |
|  | * Invitation to teachers * Registration * Providing them with writing pad/pen etc * Providing them with tea/lunch | Minimum number – 25  Maximum number – 50  Only ONE resource material kit will be provided to a school/college with multiple participating teachers  Confirmation regarding teacher training should be given to IPR at least 2 weeks before the event. |  |
| **10** | **Quiz Programme** | | |
|  | * Quiz is meant for school students (8-12 classes) * Selection and registration of teams * Arrangements for organizing the quiz * Providing refreshment to participants | Minimum teams 10  No. of participants / team – 2  IPR will provide prizes and certificates.  Host has to confirm with IPR whether they want to host the quiz competition for school children. |  |