**Proforma for Applying for financial support to participate in the International Tsunami Symposium (ITS) – 2025 (ITS-2025)**

**For International / National** **Early Career Professionals / Research Scholars /** **Retired Scientists**

**Last Date: On or Before September 25, 2025**

Note:

* Limited in-kind support in partial or full is available only for the international / national early career professionals / research scholars / Retired Scientists.
* The application for in-kind support to participate in International Tsunami Symposium (ITS)-2025 should be **recommended/endorsed by** the applicant Head of the Organization / Research Supervisor and **sent to** [its2025@incois.gov.in](mailto:its2025@incois.gov.in) with **subject as “Request for In-Kind Support for ITS 2025”.**
* The proposed in-kind support covers only Waiver of Registration Fees, Basic accommodation / Hostel facility within INCOIS Campus, Food (Breakfast, Tea/coffee, Lunch and Dinner).
* The **In-kind support is only available to the participant,** and any accompanying persons need to bear the costs towards registration fees, accommodation and food costs.
* The details on the accommodation facilities available are provided at Annexure 1. The accommodation will be on first come and first serve basis as the rooms available at INCOIS are limited.
* No financial support will be provided to any of the applicant.
* The individual need to take care of the costs involved towards their Air tickets, local conveyances, visa, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Information** | | | |
|  | Name of the Applicant | : |  |
|  | Designation | : |  |
|  | Affiliation | : |  |
|  | Contact address | : |  |
|  | Registered Email | : |  |
| **Scientific Credential** | | | |
|  | Scientific area of active research | : |  |
|  | Justification for the support  (*Not exceeding 200 words*) | : |  |
| **Conference Participation Information** | | | |
|  | Abstract title | : |  |
|  | Abstract submission number | : |  |
|  | Technical Session  (*Select appropriate session*) | : | Choose the Technical Session |
|  | Mode of presentation  (*Select appropriate mode*) | : | Choose the mode of presentation |
| **Travel Particulars** | | | |
|  | Traveling from  (*Mention City and country name*) | : |  |
|  | Date of landing at Hyderabad (India) | : | Click or tap to enter a date. |
|  | Date of start of the return journey from Hyderabad (India) | : | Click or tap to enter a date. |
| **Support Sought:** | | | |
|  | In-kind support applied for  (*Select appropriate option*) | : | Registration fee Waiver  Accommodation at INCOIS Guest House  Food  Airport Pick up and Drop off |
|  | Registration Details | : | All the supported applicants need to fill the registration form until the payment screen. Once completed, please email us at [its2025@incois.gov.in](mailto:its2025@incois.gov.in) along with this form. The fee waive off will be done by us and intimated to the successful applicant. |

I also accept the terms and conditions mentioned below and noted the extent of support provided to me for participating in the above meeting.

**Terms and Conditions:**

1. Beneficiary agrees to acknowledge INCOIS and ITCOocean
2. Beneficiary agrees to submit a copy of their return air ticket, passport and visa, which is mandatory to stay in INCOIS GHs
3. Beneficiary agrees to provide the receipt for registration fees / registration confirmation
4. Beneficiary agrees to provide any other supporting documents necessary for facilitating the support

Date:

Place

----------------------------------------

(Signature of the applicant)

----------------------------------------------------------------------------------------------------------------

**Recommendation / Endorsement *by the applicant’s Head of the Organization / Research Supervisor (applicable to* early career professionals / research scholars):**

It is recommended to provide in-kind support of to Dr / Mr / Ms **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** for participating in the International Tsunami Symposium 2025 (ITS-2025) at INCOIS, Hyderabad, India during November 12-14, 2025.

Date:

Place

----------------------------------------

(Head of the Organization / Research Supervisor with stamp and seal)

----------------------------------------------------------------------------------------------------------------

**Annexure 1**

**Details of INCOIS Guest House Facilities**

There are two on-campus guest houses that are built on 60-acres of greenery and co-located with the offices of INCOIS and ITCOocean. Being run by a scientific establishment for students and trainers, the guest house facilities and services cannot be compared with commercial establishments such as hotels. Instead, the guest houses endeavor to offer a safe, clean and homely environment for long stays, with ample opportunities to network during and after the working hours.

There are 78 rooms with different configurations (Suites, Married Accommodation, Double Rooms) that are used to host trainers and trainees of various training programmes as well as interns and research fellows of INCOIS. All guest rooms are air-conditioned and have 1 Queen Bed or 2 Single Beds. Every room has an attached Western Toilet & Shower, Television, Wi-Fi connectivity, study table, wardrobe and an electric kettle. Potable drinking water is available at the guest houses through dispensers which participants are welcome to use.

Rooms and toilets will be cleaned, and linen will be changed twice-a-week. Guests intending to avail this service need to deposit the room key at the reception and inform the attendant. Common Laundry machines are available in the guest house for use by the guests. The guest house also has entertainment facilities such as common TV room, indoor badminton court, table tennis and a gymnasium for use by the guest.

Food for the guests will be prepared in the on-campus kitchen and served in the common dining room of the guest house. While it may be noted that the general style of cooking is Indian cuisine. Alcohol will not be served in the INCOIS guest house. If participants need a wider choice of food, they have option of using several restaurants available outside INCOIS campus or through food delivery Apps on a self-funded basis.

INCOIS will keep a car available at the guest house for use by the participants, should there be a need to visit the city for medical and other supplies and emergency purpose. An attendant will be available at the guest house reception on a 24 x 7 basis to cater to any requests from the guests.

|  |  |  |
| --- | --- | --- |
| A building with a lawn and a street light  AI-generated content may be incorrect.  ITCOocean Training Facilities | | |
| A building with a lawn and trees  AI-generated content may be incorrect.  ITCOocean Guest House | | |
| A building with trees in the background  AI-generated content may be incorrect.  INCOIS Guest House | | |
| A bed with white sheets and a brown headboard  AI-generated content may be incorrect.  Queen Bed | A room with a tv and a bed  AI-generated content may be incorrect.  Television | A large room with exercise equipment  AI-generated content may be incorrect.  Gymnasium |
| Two beds in a room  AI-generated content may be incorrect.Single Beds | A desk and a blue chair next to a large wardrobe  AI-generated content may be incorrect.  Study Table and Wardrobe | A room with exercise equipment  AI-generated content may be incorrect.  Gymnasium |
| A ping pong table in a room  AI-generated content may be incorrect.  Table Tennis facility | A group of people playing volleyball in a gym  AI-generated content may be incorrect.  Badminton Facility | A room with tables and chairs  AI-generated content may be incorrect.  Common dining area |