**附件2**

**双边研讨会计划书撰写指南**

A joint seminar plan should include the following sections:

--short description of the research behind the seminar and account of how the seminar ties in with the present research;

--a preliminary programme/agenda for the seminar;

--the list of the attendees and their host institutions

--an itemised budget (e.g. rents, refreshments, printing and mailing expenses, international travels, accommodations, transportations)