For any bonafide AMASI MEMBER, the process of holding an AMASI academic event is detailed as under:

1. Download the application form for the appropriate event from the website.
2. Fill in the details and print it out on your letterhead.
3. Submit the application form (hard copy via courier and soft copy via email) to the AMASI headquarters.
4. The Executive Committee (EC) of AMASI will consider your request in case of all events except AMASICON and take an informed decision.
5. For AMASICON, your application, if a valid one, along with all other such applications, will be discussed in the next General Body Meeting (GBM) and an informed decision will be taken.
6. Once your event has been approved, the AMASI HQ will send you the MOU, which will bear the signature of the Hon. Secretary of AMASI on every page.
7. Please print out two copies. The designated Organising Secretary has to sign the MOU on every page and submit one copy (hard copy via courier and soft copy via email) to the AMASI headquarters.
8. Only after the HQ receives the properly signed MOU will the event be considered as sanctioned.