

APPLICATION FORM FOR THE ORGANIZATION OF AN IUVSTA WORKSHOP (OR SCHOOL) (as of September 4, 2001)

TITLE OF THE WORKSHOP/SCHOOL:

WORKSHOP OR SCHOOL?:

VENUE:

DATES (NB workshops should normally be 4-5 days in length):

PRINCIPAL THEMES/TOPICS:

IUVSTA SCIENTIFIC SPONSORING DIVISIONS:

NAMES AND NATIONALITIES OF ORGANIZERS (not more than 4) TOGETHER WITH IUVSTA DIVISIONAL COMMITTEE MEMBERSHIP (must include at least one Divisional Committee member; please identify the chairperson and provide full contact details):

NAMES AND NATIONALITIES OF LIKELY INVITED SPEAKERS:

NAMES OF OTHER SPONSORS (actual and applied for; include indication of known or anticipated level of financial contribution: IUVSTA must be advertised as the main sponsor):

UNDERWRITING: Who will underwrite any financial loss? (If approved, IUVSTA will make offer sponsorship to a predetermined maximum level and will not have any further financial responsibility)

CHECKLIST FOR APPLICANTS

Organizers must undertake to fulfill the conditions below. Financial contributions from IUVSTA are conditional upon this undertaking.

PROVIDE full information of event to the IUVSTA Scientific Secretary

PROVIDE Dedicated Website for the event. Give url if known (this information must be passed to the Scientific Secretary before any IUVSTA funds will be released):

Name and e-mail address of person who will maintain the site:

PROVIDE a report of the event after its completion for the IUVSTA web site:
Name and e-mail address of person who will provide this report:

AGREE to include IUVSTA name and logo on all event announcements:

AGREE to use IUVSTA numbering system (e.g. 30th IUVSTA Workshop) on all event announcements:

AGREE to give a short presentation on IUVSTA at the beginning of the event. (Suitable material may be downloaded from the IUVSTA web site: <http://www.iuvsta.org>)

AGREE to distribute IUVSTA material provided to the organizers:

AGREE not to have a published Proceedings of the event:

AGREE to follow the Workshop Guidelines described in the IUVSTA Procedure Manual (downloadable from the IUVSTA web site: <http://www.iuvsta.org>)

I agree to fulfill all the points of the above checklist

Signature:

Date: