Application Form for the Organization of an IUVSTA School

TITLE OF THE SCHOOL:

VENUE:

DATES (NB Schools should normally be one or two weeks in length):

PRINCIPAL THEMES/TOPICS:

IUVSTA SPONSORING DIVISIONS:

NAMES AND NATIONALITIES OF ORGANIZERS (not more than 4, which must include at least one IUVSTA Divisional Committee member; please identify the Main Organiser and provide their full contact details):

NAMES AND NATIONALITIES OF ANTICIPATED LECTURERS:

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 fulfil the conditions below. Financial contributions from IUVSTA are conditional upon this undertaking. I AGREE to

- PROVIDE full information of event to the IUVSTA Scientific Secretary
- PROVIDE a budget, updated in the event of major changes, to the IUVSTA Scientific Secretary
- PROVIDE a dedicated Website for the event. Give url when 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. IUVSTA School no NN) 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 any IUVSTA material provided to the organizers
- AGREE not to have a published Proceedings of the event
- AGREE to follow the School Guidelines described in the IUVSTA Procedure Manual (downloadable from the IUVSTA web site: http://www.iuvsta.org)

I agree to fulfil all the points of the above checklist

Name:

Date and Signature: