



ifip

EVENT REQUEST FORM¹

Version no. _____ Date _____

1. GENERAL INFORMATION (for event registration):

Request for²: Full Main Co-Sponsorship

In series no. (if applicable):

Official Name of the Event:

Acronym:

URL: http://

Date of the event: _____ - Duration: _____ days

City: _____ Country: _____

Event category: Open Conference Working Conference Workshop
 Seminar³

Attendance: open restricted Expected number of participants:

Main Sponsor:

Co-Sponsors:

Main Organizer (Institution)⁴:

Contact person:

Mailing address:

E-mail address:

Phone:

Fax:

Co-Organizers (Institutions)⁵:

¹ This form is used to record information needed when IFIP's involvement in an event is requested. The policy and procedure for approval of such involvement is described in the document IFIP Event Approval Guidelines (EAG), available from the IFIP home page. The form should be duly filled-in, signed and forwarded to:

IFIP Secretariat, Hofstrasse 3, A-2361 Laxenburg, Austria, fax +43 2236 736 169

Electronic version to be sent to the IFIP Secretariat secretariat@ifip.org.

² ref. EAG 3.1. 7

³ ref. EAG 2

⁴ ref. EAG 3.2

⁵ ref. EAG 3.2

2. SPECIFIC INFORMATION⁶

IFIP Responsible body: TC WG

Program Committee consists of members of which are nominated by IFIP.

Program Chair:

Mailing address:

E-mail address:

Phone:

Fax:

Organizing Committee Chair:

Mailing address:

E-mail address:

Phone:

Fax:

Main Editor:

Mailing address:

E-mail address:

Phone:

Fax:

Co – Editors⁷:

1.

2.

3.

4.

Papers solicited by:

personal invitation advertising call for papers⁸ [ref. EAG 2]

Selected as:

refereed papers un-refereed papers other contributions

expected number: of papers

Documentation media:

- abstract book
- local pre-print
- CD
- web (address): _____
- proceedings book (publisher): _____
- journal (name and publisher): _____
- other _____

Instructions to publisher and author/editor are available at <http://www.ifip.or.at/public.htm>.

⁶ To be filled-in in case of IFIP sponsorship

⁷ List the names in the order as they should appear in the publication if applicable.

⁸ ref. EAG 2

Statement of Understanding

As Main Organizer/s of this event I/we certify that this event form has been prepared to the best of my/our knowledge and is complete and accurate, with the latest available information at the time of its compilation. I/we agree to keep IFIP informed of any changes and to request additional approval if any significant modification should occur.

I/we confirm that the program of the event will

- conform to the statutory aims of IFIP,
- be designed for an international audience,
- be controlled by an international program committee of recognized professionals, and
- contain original contributions approved by the Program Committee.

I/we also agree that the official language of the event will be English.

I/we confirm that the name of the event will not be registered or protected, as a trademark or otherwise, without written consent from the IFIP President.

I/we accept the specified financial and legal liabilities for this event, apart from any support eventually approved by IFIP. I/we understand that any requested support from IFIP is contingent upon final approval of such support. The approval will be confirmed in writing by IFIP when the IFIP budget (for the year in which transfer of support from IFIP is requested) has been adopted. I/we accept to remit to IFIP a sponsorship fee per registered paying participant as specified in the Financial Plan & Report Form for the event and agreed with IFIP.

I/we agree to comply with IFIP policies and procedures as described in the document IFIP Event Approval Guidelines unless otherwise approved and confirmed in writing by the IFIP President. In particular, I/we agree to include the name and logo of IFIP in all announcements of the event. I/we also agree to submit to IFIP, within 3 months after the event, a final report, with a set of all publications associated with the event. At the same time, I/we shall remit to IFIP any loan amounts received and any surplus share to IFIP that has been agreed upon.

I/we agree that any publication as a result of this event will be published under the copyright by IFIP.

I certify that I have the authority to make legal commitments for the organization.

For _____
(name and address of the organizing institution)

By _____
(name and title of authorized representative)

Signature: Date:

IFIP WG

Chair:

Signature: Date:

IFIP TC

Chair:

Signature: Date:

In order to be processed, this request the form should be signed by the AMB Chair.

AMB Chair:

Signature: Date:

(Please attach any additional comments or agreements to this form)