Application Form to Host the 8th iahr europe congress

**Please complete this as fully as possible** and e-mail to: elsa.incio@iahr.org

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| 1. **Proposer(s) details**
 |
|  Name: |  |
|  Address: |  |
|  Tel: |  |
|  E-Mail: |  |
| 1. **Organiser details (if different from Proposer)**
 |
|  Name: |  |
|  Address: |  |
|  Tel: |  |
|  E-Mail: |  |
| 1. **Congress details**

(If the congress has a long title, please give both the full title and a shorter version.) |
| Full title: |  |
| Short title: |  |
| Venue: (City+ Country): |  |
| Date: |  |
| Proposed themes: |  |
| Keywords (Please insert a maximum of 6 keywords which most accurately describe the Congress contents): |  |

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| **1. General overview** |  |
| What influenced your decision to bid for the Congress? |  |
| What experience does your organisatioin have in designing, planning and organising conferences? |  |
| In which city would you intend to locate the Congress? (This should take account of ease of access from international destinations, accommodation options, cost of transport and accommodation, tourist options, and the international appeal of the city). Please specify what influences your choice. |  |
| What sort of venue do you have in mind for the conference? |  |
| What do you consider to be the risks associated with the design, planning, and organising of an event of this size? |  |
| How would you plan to manage these identified risks? |  |
| What do you consider to be the key components of a professional, well structured conference programme? |  |
| Please sum up in one or two sentences what you think are the outstanding features of your bid. |  |

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| **2. Venue** |  |
| Venue presentation (general overview, services provided, address, website). |  |
| Where is the venue located in relation to the city centre, airport? |  |
| Can all the activities (workshops, congress, exhibition, etc.) be accommodated there? |  |
| How accessible is it for wheelchairs? |  |
| Details of lecture theatres suitable for plenary and parallel sessions (number and capacities, both in theatre and classroom arrangements). |  |
| Details of exhibition area and number of expected booths (area available in square meters). |  |

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| **3. Accommodation costs** |
| Summarize accommodation available (number and categories of hotels, number of rooms and approximate room costs, location relative to the conference venue). |  |

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| **4. Local organisation** |  |
| Names of Congress Co-Chairs |  |
| Names of Programme Co-Chairs |  |
| Local Organising Committee | *Please attach a list of the names/affiliations and confirm that all have agreed to serve.* |
| Programme Committee | *Please attach a list of the names/affiliations and confirm that all have agreed to serve.* |
| Are the organisers acting on their own behalf? |  |
| Are the organisers acting on behalf of some other organisation/association?If YES, please give details |  |
| What support will the organisers receive from their institution? |  |
| What support will the Congress receive from the local country and/or town or city? |  |
| What is the local audience for this Congress (both numbers and areas of interest)? |  |
| What topics, invited speakers, or exhibitors might provide local interest? |  |
| What do you anticipate in terms of delegate numbers, fees charged for the Congress, and expenses for the Congress? |  |
| Can a budget be obtained locally to run the Congress? If so, please give details: |  |
| How have you planned to actively promote the Congress?  | *Please provide details about actions and schedule* |

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| **5. Professional Conference Organiser (PCO)** |
| Please indicate the Professional Conference Organiser involved and the references of the PCO |  |

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| **6. Financial & budget** |  |
| Budget | *Please attach a detailed budget and complete the following table.* |

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| **INCOME** |  |
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|  Registration fees: |  |
|  Members: |  |
|  Non-Members: |  |
| Exhibition income (if any): |  |
|  Sponsorship totals: |  |
|  Other income: |  |
|  **Total Income:** |  |
|  |  |
| **EXPENDITURE** |  |
|  |  |
|  |  |
|  |  |
|  **Total expenditure:** |  |

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| Congress fees | *Please complete the foreseen fees table according to different participant categories.* |
| Please indicate your expected number of delegates including IAHR members and non-members. |  |
| Will any other organisation have financial involvement in the Congress? If so, please provide details. |  |

Please discuss the sources of funding and financial models with the Joint Committee leadership team immediately after your selection if your proposal is accepted.

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| **7. Other relevant details** |
| Please include any other details that you feel will support your application. |  |

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| **Member recruitment: Are you willing to help IAHR with new member recruitment?** |
|  YES/NO |  |
|  | If **YES** remember to have both member and non-member registration fees equivalent to a base membership fee which will be paid to IAHR). Non-members will be charged an equivalent membership fee so they can be converted to members. |
|  | If **NO**, can you share with us the reason why you cannot help with member recruitment? |
|  |  |
| **If available, would you like an IAHR Officer to be present at your event? If so, what role do you envisage she/he plays?** YES/NO? |
| **Submitted by:** |  |
| **Date:** |  |