

**Proposal for Hosting IAHR Technical Committee/Working Group Conference**

Please complete this form as fully as possible

**Proposer(s) details**

|  |  |
| --- | --- |
|  Name: |  |
|  Address: |  |
|  Tel: |  |
|  Fax: |  |
|  E-Mail: |  |

|  |
| --- |
|  **Conference Details** |
| Full title: |  |
| Short title: |  |
| Conference Website: |  |
| Venue: (City, Country): |  |
| Date: |  |
| Proposed Themes: |  |
| Possible numbers of delegates: |  |

* **Short description of the organisers and their past experience in conference organisation (500 words)**
* **Motivation for organizers (why you are doing this) and for the attendees (500 words)**
* **Short description of the conference venue, travel information and location amenities (1000 words)**
* **Potential sponsors and patrons:**
* **Organising committee and Programme committee**
* **Place and specific venue for conference**
* **Details about accommodation and transport**
* **Conference features, possible networking events and technical visits**
* **Please fill the Conference Budget Calculator in the attached excel spreadsheet**

**Annex 1**

**Requirements for Hosting IAHR Technical Committee/Working Group Conference**

* Fill the[IAHR event information collector form](https://iwhr.mike-x.com/jodaeev%22%20%5Ct%20%22_blank) before the conference
* Clearly offer reduced registration fee**(10-15% off)** for all IAHR members. A note to this effect should be highlighted in the conference registration page
* Place IAHR Members Registration Discount banner below on the conference website for a direct link to [IAHR Membership website](https://www.iahr.org/index/sub/1710%22%20%5Ct%20%22_self)



* Make a financial contribution to IAHR: **1%** of the registration fees;
* Provide IAHR the list of delegates, including e-mail addresses and status of registration after the conference
* Provide IAHR the proceedings together with information on long-term availability for including in IAHR website
* Offer a stand for IAHR for free if being requested by IAHR
* Send [Post-Event Reporting Form](https://iwhr.mike-x.com/MirHnlI%22%20%5Ct%20%22_blank) to IAHR
* If the event is held online, send IAHR the recordings to be uploaded to [Video Library](https://www.iahr.org/video/collection%22%20%5Ct%20%22_self)