IFAC Event Application Form

Note that data supplied under the headings 1-18 can be changed only in agreement with the IFAC Secretariat.

Fill in all the headings marked with ■ (red square).

1. Proposed Event Type ■
   - Conference
   - Symposium
   - Workshop
   - Congress
   - Meeting

Will preprints be prepared?
   - yes
   - no

Will Proceedings be Published in IFAC PapersOnline? **

** Note: If Proceedings are not published in IFAC-PapersOnline there may not be any publication resulting from the Workshop
   - yes
   - no

2. Proposed Event Title ■

   Title

3. Event Venue ■
4. Event Dates

Start Date ■

/ January /

End Date ■

/ January /

Draft Paper Submission Deadline ■

/ January /

5. Event Registration Rates & Options (in EUR)

Early Registration ■

Early Registration Fee

Early Registration Deadline ■

/ January /

Registration ■

Registration Fee

Registration Deadline ■

/ January /

Late Registration

Late Registration Fee

Student Registration

Student Registration Fee

What is included in the Registration Fee?

Banquet ■
6. Expected Attendance

7. Meeting Scope/Objective/Type

8. Accommodation Info
9. Technical Main-Sponsoring organization

- [ ] IFAC
- [ ] Other

Please provide organization name

10. Suggest IFAC Technical Committee Main-Sponsor

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<th>TC1</th>
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11. Suggest IFAC Technical Committee(s) Co-Sponsor

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12. Suggest other international organizations co-sponsoring with IFAC
13. Chair of National Organization Committee (NOC)

Title

First Name

Last Name

Email

Phone

Affiliation

Address Line One

Address Line Two

City

Country

-- Select Country --

Has the proposed person been involved in previous IFAC sponsored events

- [ ] yes
- [ ] no

14. NOC Co-Chair

Title

First Name

Last Name

Email
Has the proposed person been involved in previous IFAC sponsored events

- [ ] yes
- [x] no

15. NOC-Vice-Chair from Industry

- Title
- First Name
- Last Name
- Email
- Phone
- Affiliation
- Address Line One
- Address Line Two
- City
- Country
Has the proposed person been involved in previous IFAC sponsored events

- [ ] yes
- [x] no

16. Chair of International Program Committee (IPC)

Title

First Name

Last Name

Email

Phone

Affiliation

Address Line One

Address Line Two

City

Country

- [ ] -- Select Country --

Has the proposed person been involved in previous IFAC sponsored events

- [ ] yes
- [ ] no

17. IPC Co-Chair

Title

First Name
Has the proposed person been involved in previous IFAC sponsored events

- [ ] yes
- [x] no

18. IPC-Vice-Chair from Industry

Title

First Name

Last Name

Email

Phone

Affiliation

Address Line One

Address Line Two
19. Editor

Title

First Name

Last Name

Email

Phone

Affiliation

Address Line One

Address Line Two

City

Country

-- Select Country --

Has the proposed person been involved in previous IFAC sponsored events

☐ yes  ☐ no
20. Suggested Members of International Program Committee (IPC)

*) E-Mail and TC membership for IFAC main-sponsored events only

**IPC Members**

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>Email</td>
<td>TC Membership</td>
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</table>

**Total number of IPC members**

**Number of female members in IPC**

**Number of industry members in IPC**
21. Event Marketing

Marketing Website

Use of IFAC e-mail database

- yes
- no

Use of Other e-mail database

- yes
- no

Which Databases?

International Journal(s) used for publicity?

- yes
- no

Which journals?

Announcements at International Conferences?

- yes
- no

Which conferences?

Other Plans of Publicity

22. Categories and prices of Accommodation (in Euro)
Please include low cost housing

23. Plans to increase industrial involvement / students / women / education:
   
   Industry

   Students

   Women

   Education

24. Improved Targeted Publicity

   Invite local and regional industries? ■

   ○ yes   ○ no

   Which companies?

   Invite local news media?

   ○ yes   ○ no
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>Which media companies?</td>
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<tr>
<td>Is your event planned in conjunction with another application-based industrial professional meeting?</td>
<td>yes</td>
<td>no</td>
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<tr>
<td>Description of the meeting</td>
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<td>25. Including Events of Interest to Industry in your Event</td>
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<td>Tutorial workshops</td>
<td>yes</td>
<td>no</td>
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<tr>
<td>Description of the Workshop</td>
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<tr>
<td>Technical sessions with applications content</td>
<td>yes</td>
<td>no</td>
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<td>Description of the Sessions</td>
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<td>Papers on success stories, or best practices</td>
<td>yes</td>
<td>no</td>
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<tr>
<td>Description of Papers</td>
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</table>
Plan and highlight special industry tracks

- yes
- no

Description of Tracks

Problem-solving workshop sessions

- yes
- no

Description of Problem-Solving Sessions

Panel discussion on topics of interest for industry

- yes
- no

Description of Topics
Submission of the Application

The use of PaperCept for handling the paper submission and review process, as well as the preparation of proceedings is compulsory for all IFAC events:

https://ifac.papercept.net/conferences/scripts/sstart.pl

I declare that I have read the IFAC Booklet "Procedure for the Organization of IFAC Technical Meetings" and agree to abide by the IFAC Regulations as laid down therein, including fulfilment of the technical requirements of the IFAC PapersOnLine

☐ Agreed

Code of Conduct ■

☐ We accept the IFAC code of Conduct (.../about/ifac-code-of-conduct) and will distribute the IFAC Code of Conduct to the whole organization team.

☐ We have our own Code of Conduct, which is in accordance with IFAC code of Conduct. This Code of Conduct will be distributed to the whole organization team.

Submitted by ■

Email address of submitter ■

NMO representative ■

Details of NMO ■