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

City

-- Select Country --

4. Event Dates

Start Date

End Date

Draft Paper Submission Deadline
# Event Registration Rates & Options (in EUR)

## Early Registration

<table>
<thead>
<tr>
<th>Early Registration Fee</th>
</tr>
</thead>
</table>

## Early Registration Deadline

| / January / |

## Registration

<table>
<thead>
<tr>
<th>Registration Fee</th>
</tr>
</thead>
</table>

## Registration Deadline

| / January / |

## Late Registration

<table>
<thead>
<tr>
<th>Late Registration Fee</th>
</tr>
</thead>
</table>

## Student Registration

<table>
<thead>
<tr>
<th>Student Registration Fee</th>
</tr>
</thead>
</table>

## What is included in the Registration Fee?

- **Banquet**
  - yes
  - no

- **Lunches**
  - yes
  - no

- **Tours**
  - yes
  - no

- **Other Social Events**
  - yes
  - no

- **Other**
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

<table>
<thead>
<tr>
<th>TC1</th>
<th>TC2</th>
<th>TC3</th>
<th>TC4</th>
<th>TC5</th>
<th>TC6</th>
<th>TC7</th>
<th>TC8</th>
<th>TC9</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
</tr>
<tr>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
</tr>
<tr>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
</tr>
<tr>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
</tr>
<tr>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.6</td>
</tr>
</tbody>
</table>

11. Suggest IFAC Technical Committee(s) Co-Sponsor

<table>
<thead>
<tr>
<th>TC1</th>
<th>TC2</th>
<th>TC3</th>
<th>TC4</th>
<th>TC5</th>
<th>TC6</th>
<th>TC7</th>
<th>TC8</th>
<th>TC9</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
<td>.1</td>
</tr>
<tr>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
<td>.2</td>
</tr>
<tr>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
<td>.3</td>
</tr>
<tr>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
<td>.4</td>
</tr>
<tr>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
<td>.6</td>
</tr>
</tbody>
</table>

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

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
15. NOC-Vice-Chair from Industry

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
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

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
18. IPC-Vice-Chair from Industry

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
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)

IPC Members

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Price (in Euro)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please include low cost housing</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Plan Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry</td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Women</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
</tbody>
</table>
24. Improved Targeted Publicity

Invite local and regional industries? ■

- yes  - no

Which companies?

Invite local news media?

- yes  - no

Which media companies?

Is your event planned in conjunction with another application-based industrial professional meeting?

- yes  - no

Description of the meeting
25. Including Events of Interest to Industry in your Event

Tutorial workshops
- yes
- no

Description of the Workshop

Technical sessions with applications content
- yes
- no

Description of the Sessions

Papers on success stories, or best practices
- yes
- no

Description of Papers

Plan and highlight special industry tracks
- yes
- no

Description of Tracks

Problem-solving workshop sessions
- yes
- no

Description of Problem-Solving Sessions
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

Finish Back