



IGCS WORKSHOPS

APPLICATION FORM: PART 1

1. General Description and Contact Details

1	Country	
3	Venue	
4	Meeting Title	
5	Dates	
6	Local Organizing Society or Institute	
7	Primary Contact (Name, address, telephone, FAX, email)	

2. Scientific Program

A Preliminary Scientific Program is a required part of the application, and should be attached. Please indicate suggested topics and proposed speakers for IGCS sponsorship:

	Suggested Topics	Proposed IGCS Speakers
1		
3		
4		

3. Deadline for Applications

Applications must be submitted to IGCS Administrative Office (adminoffice@igcs.org) by email at least 9 months prior to the scheduled event.



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APPLICATION FORM: PART 2

PRELIMINARY BUDGET	Conversion 1 USD ≈	
EXPENSES	Local Currency	USD
Technical Arrangements <ul style="list-style-type: none"> • Halls and exhibition space • Audio Visual • Signs, flowers, decoration • Other equipment (computers, voting, etc.) 		
Simultaneous Translation		
Promotional Materials (design, printing, mailing, etc.)		
Catering		
Secretariat and Support Staff		
Invited Speakers <ul style="list-style-type: none"> • Air Fare (International and Domestic) • Local Accommodation • Other Expenses 		
Other		
TOTAL		

INCOME	Local Currency	USD
IGCS support		
Registration fees		
Local Organization funds		
Sponsorship		
Exhibition		
TOTAL		