

# APPLICATION FORM

— HOSTING A SCIENTIFIC EVENT



## APPLICATION PROCESS INFORMATION

If you are bidding to host an AIESEP event, the first step is to complete this template and submit it to Risto Marttinen, AIESEP Secretary General (2022-2023)  
**rmartin@gmu.edu**

**Proposals are due by Friday February 24th 2023**

Your proposal will be considered by the current AIESEP Board of Directors.  
Please note, you may be asked to meet with the Board for a short presentation and discussion.

## GENERAL INFORMATION

Your full name :

Your E-Mail :

Name of proposing host organisation :

Year (and possible month) in which you would like to host the activity :

Type of Event :  **World Congress (every four years)**  **International Conference**  **Specialist Seminar**

### Location of proposed AIESEP event

Country :  State/Province :

City :

Facility/Institution :

**Please identify previous experience of hosting conference activities (max 200 words)**

### More Information :

**Risto Marttinen, AIESEP Secretary General**  
**rmartin@gmu.edu**

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## AIESEP EVENT INFORMATION

How many delegates are you planning to attract? :

What are the bodies/partnerships that will support hosting the event? :

Please outline financial support provided to support the hosting of this event :

What facilities and technologies do you propose to support the hosting of this event? :

How would delegates travel to this location? :

What accomodation will be proposed for delegates attending this event? :

If applicable, what is the distance between the conference sessions and the accomodation? How will delegates travel between? :

Where will the 'special events' be held? For example, opening ceremony, social dinner, and closing ceremony :

THANK YOU FOR YOUR APPLICATION

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## SCIENTIFIC QUALITY

Who will chair the scientific committee? :

How will you further the mission of AIESEP to promote research excellence in the field? :

Are you planning to offer any innovative sessions or activities around research quality? :

## ADDITIONAL INFORMATION

How will this event contribute to AIESEP's strategic priorities? (max 300 words)

Please provide any additional information here

THANK YOU FOR YOUR APPLICATION