Funding for International Conference

1. **Applicant’s contact information**

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty | Surname | First name | Title |
|  |  |  |  |
| Email | Fax | Telephone |  Unit |
|  |  |  |  |
| Position within the entity initiating the conference | Name of entity initiating/organizing the conference  |
|  |  |

1. **Details of the conference**

|  |
| --- |
| Subject of the conference |
|  |
| Location of the conference  | Conference dates |
|  | From \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total number of days of the conference |
|  |
| Please attach:1. A detailed list of all invitees from Israel and abroad, specifying their academic status, the institutions and countries from which they are arriving.
2. The conference program (it may be a preliminary draft).
 | Number of participants |
| From Israel: From abroad:  |
| Total participants:  |
| Details of the scholarly content of the conference and its importance to advancing the field:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* + - 1. Additional international activities

Will the conference guests be included in other activities on campus? (For example: guest lectures for courses/seminars/schools/faculties, meetings with doctoral students, an open public lecture for students, etc.)

Please specify names of guests and anticipated activity.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2. Will one of the sessions of the conference include lecturers from abroad be an open session that will allow participation of students and lecturers on campus? Yes/No. If yes, please specify which sessions. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Will there be a livestreaming of the conference on an online platform for an international audience? Yes/No.

4. Will there be research collaboration with guests from abroad beyond the conference itself? Yes/No. Please elaborate.

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**5.** Organizing committee

|  |  |  |
| --- | --- | --- |
| **Name** | **Institution** | **Position** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

Scientific committee

|  |  |  |
| --- | --- | --- |
| **Name** | **Institution** | **Position** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**6.** Organization of the conference (Mark the appropriate box with an X.)

Will organization of the conference be handled by a commercial company?

**☐** Yes, name of the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact person at the company \_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**☐** No,organization of the conference will be handled by a contact person by the name \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7**. Conference budget and amount requested from the University

|  |  |  |
| --- | --- | --- |
| **Amount in $ US** | **Specifications** | **Anticipated expenses**  |
|  |  | Personnel |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | Flights (Please specify Europe, US, etc. separately.) |
|  |  |  |
|  |  |  |
|  |  | Hotel accommodations (number of guests, number of nights) |
|  |  |  |
|  |  |  |
|  |  | Meals and amenities (Please specify cost per day.) |
|  |  |  |
|  |  |  |
|  |  | Other hospitality expenses |
|  |  |  |
|  |  |  |
|  |  | Transportation  |
|  |  |  |
|  |  |  |
|  |  | Printing, mail, and other services |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | Total conference expenses |

|  |  |  |
| --- | --- | --- |
| **Amount in $ US** | **Specifications** | **Anticipated income**  |
|  |  | Registration fees from participants from abroad |
|  |  | Registration fees from participants from Israel |
|  |  | Other |
|  |  |  |
|  |  |  |
|  |  | Funding sources from Israel |
|  |  |  |
|  |  |  |
|  |  | Funding sources from abroad |
|  |  |  |
|  |  |  |
|  |  | Total income from the conference |

|  |  |  |
| --- | --- | --- |
|  |  **$** | Amount of funding requested from the University |

8. Declaration and signature of the applicant

I am aware that receiving financial support for the expenses of organizing the conference is conditional on including the name of the University in all of the conference publications.

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature | Name | Date |

9. Dean's recommendation

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature | Name | Date |