

## IFTtoMM Sponsorship Application Form for the Event

*To be completed in one page (if you need more space, attach up to three more sheets ),  
and emailed to the IFTtoMM Secretary General, e-mail:teresaz@meil.pw.edu.pl*

<b>PROPONENT</b> <i>(Name and address of the person requesting IFTtoMM sponsorship or collaboration)</i>	<b>REQUEST</b> <i>(The acceptance by IFTtoMM Executive Council will be notified with an agreement to be signed with patronage conditions and budget revenue to IFTtoMM.)</i> <input type="checkbox"/> IFTtoMM sole sponsoring organization, or <input type="checkbox"/> co-sponsorship (IFTtoMM sponsoring in collaboration with one/more other professional societies), and <input type="checkbox"/> financial support from IFTtoMM
<b>TITLE OF THE EVENT AND NUMBER IF OF A SERIES</b> <i>(Write down the title and also the acronym, if it is an existing series)</i>	<b>VENUE AND DATE<sup>*)</sup> OF THE EVENT</b> <i>(Please follow the required timing as stated in <sup>*)</sup>)</i>
<b>TOPICS OF THE EVENT</b> <i>(Write a short list)</i>	
<b>DEADLINES FOR THE EVENT</b> <i>(Write the main dates for deadlines)</i>	<b>PROCEEDINGS FORMAT /IF APPLICABLE/</b> <i>(They should be indexed with one of the conventional frames). A copy of the proceedings should be sent to the IFTtoMM Archives shortly after the conference.)</i>  <input type="checkbox"/> printed volume, or <input type="checkbox"/> CD media
<b>TECHNICAL COMMITTEE, PERMANENT COMMISSION or IFTtoMM MEMBER FOR REFERENCE</b> <i>(Write the pertinent PC/TC/MO and also the name of the corresponding Chair, who will attach a recommendation letter.)</i>	<b>REQUEST FOR USING IFTtoMM LOGO</b> <i>(Write the period of use)</i>
<b>BUDGET INFORMATION</b> <i>(If financial support is requested, indicate the proposed registration fee, reduced fee for the IFTtoMM representatives, if applicable, and a general plan of expenses)</i>	<b>REQUEST OF BUDGET FROM IFTtoMM</b> <i>(If financial support is requested, write the request with a plan to return the funds budgeted to IFTtoMM.)</i>
<b>WEBPAGE LINK FOR POSTING AN ANNOUNCEMENT ON THE IFTtoMM WEBPAGE</b> <i>(Write the URL of the conference webpage)</i>	<b>CONTACT PERSON</b> <i>(Write the name and coordinates (including a reliable email address) of the person who is responsible for responding to inquiries regarding the conference)</i>
<b>DATE OF THE REQUEST</b> <i>(Write the date of submitting this request to the IFTtoMM Executive Council through the Secretary General.)</i>	<b>ADDITIONAL INFORMATION</b> <i>(If appropriate and necessary.)</i>

**FORMATTED INFORMATION TO BE POSTED ON THE IFTtoMM CONFERENCES PAGE:**

[http://www.iftomm.org/index.php?option=com\\_content&view=category&id=13&Itemid=141](http://www.iftomm.org/index.php?option=com_content&view=category&id=13&Itemid=141)

*(Please insert/replace the pertinent information.)*

NAME AND PLACE OF THE CONFERENCE/EVENT	CONTACT INFORMATION	DATES	PC/TC/MO

***\*) the application must be submitted at least 10 months before the event or one and half year in advance if the financial support is requested. The events which are scheduled in less than three months before of after the IFTtoMM World Congress can not be considered.***