**CALL FOR PROPOSALS SEPTEMBER 2019**

**UCA JEDI INTERNATIONAL CONFERENCES**

**APPLICATION FORM**

1. **Title / Theme of the Conference :**
2. **Key words :**
3. **Duration and location :**
4. **Summary :**
5. **Name and contact of the Scientific Coordinator/Focal Point :**
6. **Request for IDEX support (*select relevant option(s)*) :**

IDEX Logistical support in communication yes no

IDEX financial support\* Amount in € :

 % of the total budget :

*\* See detailed budget in section 13. The amount of IDEX financial support can be equal to a maximum of 50% of the total budget, up to 15000€.*

1. **Organization :**

Organization and scientific committee, selection of the speakers, call for abstracts, proceedings

1. **Logistical support expected from UCA**JEDI**(if needed):**
2. **Conference Program :**
3. **Scientific impact :**

Context, Invited speakers, timeliness, outcomes

1. **International visibility :**

Participation of world class experts, partnerships, communication, networks

1. **Potential local impact :**

Participation of several UCA communities or members, and/or of socio-economic actors

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Budget**
 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Number of participants |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Date |  |  |  |  | Location |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **EXPENSES** |  | **REVENUES** |
|   |   |   |   |  |   |   |   |   |
|   | Number | Unit cost | Total |  |   | Number | Price | Revenue |
|   |   |   |   |  |   |   |   |   |
|   |   |   |   |  | Registration \*\* |   |   |   |
| **Logistics** |   |   |   |  |   |   |   |   |
|   |   |   |   |  |   |   |   |   |
| Travel expenses |   |   |   |  |   |   |   |   |
| Speakers out of Europe |   |   |   |  |   |   |   |   |
| European Speakers |   |   |   |  |   |   |   |   |
| French Speakers |   |   |   |  |   |   |   |   |
| Speakers remuneration\* |   |   |   |  | Other sources of |   |   |   |
| Accomodation costs |   |   |   |  | financing\*\*\* |   |   |   |
| Lunch |   |   |   |  | Partners/sponsors\*\*\* |   |   |   |
| Dinner and/or social event |   |   |   |  | Subsidies (region, EU,…)\*\*\* |   |   |   |
| Venue |   |   |   |  | IDEX financing |   |   |   |
| Online payment |   |   |   |  | **TOTAL** |  |  |  |
|   |   |   |   |  |  |  |  |  |
| **Communication** |   |   |   |  | \* mention the tyoe of Speakers remuneration |
| Printing |   |   |   |  | \*\* According to the different categories of participants |  |
| Goodies (pens, bags…) |   |   |   |  | \*\*\* Expected/requested/granted |  |  |
| **TOTAL** |   |   |   |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Date**

**Name and signature of the Head of the Academic or Research Institution**