



International Union of Pure and Applied Chemistry

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Application for IUPAC Sponsorship

Organizers of a conference, who wish to apply to IUPAC for sponsorship, should supply the information requested in this questionnaire, preferably one year in advance.

The term 'conference' is used throughout this document, but is understood to refer interchangeably to 'symposium', 'workshop' or related terminology of the applicant's choice.

The conference must be located in a country represented in IUPAC by a National Adhering Organization.

Please review the document 'Guidelines for IUPAC Sponsorship of Conferences' located in the IUPAC Handbook and online at: www.iupac.org/symposia/application.html before completing this application.

Please return an electronic copy of the completed questionnaire to the IUPAC Secretariat by e-mail to secretariat@iupac.org.

The granting of sponsorship by IUPAC is judged on the following criteria:

- (i) scientific quality
- (ii) significance of conference
- (iii) suitability of conference
- (iv) evidence of sufficient advanced planning
- (v) suitable time spacing of conferences of a similar type
- (vi) rotation of leadership for conferences in a series or of a similar type
- (vii) geographically diverse International Advisory Board
- (viii) participation of industrial chemists and women as speakers and as members of the International Advisory Board

In general, IUPAC sponsored conferences should be international in the sense that they are intended to attract participants from anywhere in the world. Conferences that are mainly regional in nature may be eligible if IUPAC sponsorship would help attract a more international audience.

<i>For administrative use only</i>	<i>Submitted _____ ; # _____</i>
1 Title of conference. a Please list subsections, if any are planned. b To what extent are parallel sessions planned?	
2 Location (town and country).	
3 Proposed dates.	

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<p>4 Please indicate the appropriate classification for the Conference: [Classifications (a) and (b) are for the use of IUPAC Divisions/Standing Committees] <i>(Select One)</i></p> <p><i>Please refer to the guidelines that are printed in the IUPAC Handbook and online.</i></p>	<p><input type="checkbox"/> a) Division or Standing Committee Sponsored Conference*</p> <p><input type="checkbox"/> b) Proposed by an IUPAC body as a one-time conference</p> <p><input type="checkbox"/> c) Organized without IUPAC impetus</p> <p>*A Division or Standing Committee Sponsored Conference is one that is part of an established series coordinated by a Division or Standing Committee.</p>												
<p>5 Main subject areas in chemistry covered by conference: <i>(select all that apply)</i></p>	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Physical</td> <td><input type="checkbox"/> Inorganic</td> </tr> <tr> <td><input type="checkbox"/> Organic</td> <td><input type="checkbox"/> Polymer</td> </tr> <tr> <td><input type="checkbox"/> Human Health</td> <td><input type="checkbox"/> Materials</td> </tr> <tr> <td><input type="checkbox"/> Environmental</td> <td><input type="checkbox"/> Analytical</td> </tr> <tr> <td><input type="checkbox"/> Biophysical</td> <td><input type="checkbox"/> Biomolecular</td> </tr> <tr> <td><input type="checkbox"/> Biotechnology</td> <td><input type="checkbox"/> Education</td> </tr> </table>	<input type="checkbox"/> Physical	<input type="checkbox"/> Inorganic	<input type="checkbox"/> Organic	<input type="checkbox"/> Polymer	<input type="checkbox"/> Human Health	<input type="checkbox"/> Materials	<input type="checkbox"/> Environmental	<input type="checkbox"/> Analytical	<input type="checkbox"/> Biophysical	<input type="checkbox"/> Biomolecular	<input type="checkbox"/> Biotechnology	<input type="checkbox"/> Education
<input type="checkbox"/> Physical	<input type="checkbox"/> Inorganic												
<input type="checkbox"/> Organic	<input type="checkbox"/> Polymer												
<input type="checkbox"/> Human Health	<input type="checkbox"/> Materials												
<input type="checkbox"/> Environmental	<input type="checkbox"/> Analytical												
<input type="checkbox"/> Biophysical	<input type="checkbox"/> Biomolecular												
<input type="checkbox"/> Biotechnology	<input type="checkbox"/> Education												
<p>6 What are the aims and purposes of the conference?</p> <p>Is the theme of special significance at the present time?</p> <p><i>Organizers should have definite objectives for the scientific program.</i></p>													
<p>7 Comment on the significance and topicality of the scientific program, and draw attention to any special contributions that the conference is expected to make toward the international advancement of chemistry.</p>													
<p>8 Approximate number of scientific participants expected.</p>													
<p>9 Registration fees.</p> <p>a for scientific participants</p> <p>b for students/younger chemists</p> <p>c for scientists from developing countries</p> <p><i>The level of registration fees should not be changed drastically without advising IUPAC.</i></p> <p><i>As a general principle IUPAC regards elaborate and expensive social events at meetings as undesirable. The cost of social events should be arranged so as to encourage the attendance of younger chemists.</i></p>													

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<p><i>IUPAC sponsorship requires that its Members, Affiliates, and Fellows be entitled to 10% reduction or ‘own members’ rate on the registration fee for scientific participants.</i></p>	
<p>10 Will any low cost hotel or dormitory accommodation be made available?</p>	
<p>11 Will there be an exhibition by:</p> <p style="margin-left: 20px;">a Manufacturers of scientific equipment?</p> <p style="margin-left: 20px;">b Publishers of scientific books and journals?</p> <p><i>IUPAC sponsorship requires that the Union shall be allowed to display its publications free of charge.</i></p>	
<p>12 IUPAC would like to publish in its news magazine <i>Chemistry International</i> a short account of highlights of the conference soon after it is held.</p> <p>Please indicate the name of the individual who will be responsible for supplying relevant information, along with postal and e-mail addresses.</p>	
<p>13 It is a condition of sponsorship that organizers of conferences under the auspices of IUPAC, should locate them so as to ensure the freedom of all <i>bona fide</i> chemists from throughout the world to attend.</p> <p style="margin-left: 40px;">a Intending participants should be requested to check that they comply with any entry visa requirements by contacting the nearest embassy or diplomatic mission of the host country. If no such representation exists in a particular country, participants should consult the Organizers about the appropriate authority to contact.</p> <p style="margin-left: 40px;">b The following wording should be included on all printed material and/or relevant web-based documentation for the meeting:</p> <p style="margin-left: 80px;"><i>“IUPAC sponsorship implies that entry visas will be granted to all bona fide chemists, provided application is made not less than six months in advance. If a visa is not granted two months before the meeting, the Organizers and the IUPAC Secretariat should be notified by the applicant.”</i></p> <p style="margin-left: 40px;"><i>IUPAC recommends that the second circular or its web-based equivalent should be distributed no later than six months in advance of the conference, so that intending participants are able to comply in good time with the Union’s guidance on applications for entry visas.</i></p>	
<p>14 Names of other international, regional and national organizations, if any, to which application for co-sponsorship has been submitted.</p>	
<p>15 IUPAC designates a representative to sponsored conferences and requests that the representative has an opportunity to give a brief presentation about IUPAC during the conference. The Secretariat will contact the organizers to nominate a suitable representative.</p> <p>Please note that the registration fee should be waived for the IUPAC representative.</p>	

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<p>16 Proposed scientific program (the following items are not intended as the required format for all meetings).</p> <p>a Plenary lectures (<i>Please list on final page</i>).</p>	
<p>b Number of section or other invited lectures, and time allowed for presentation of each (<i>Please list on final page</i>).</p>	
<p>c Number of contributed papers/short communications, and time allowed for presentation of each:</p>	
<p>d Number of posters:</p>	
<p>e Is there a refereeing policy for selection of contributed papers/short communications, posters, etc.?</p>	
<p>f Are workshops to take place at the conference and if so, how many?</p>	
<p>17 Is the conference part of a series? If YES, please list the previous five meetings (year, town, country).</p>	
<p>18 What are the official languages of the conference? <i>Please note that it is a condition of IUPAC sponsorship that English be one of the official languages.</i></p>	
<p>19 Please list the members of the International Advisory Committee and their countries. <i>As a general principle IUPAC prefers that members of the International Advisory Committee should not also be invited speakers.</i> <i>The members of the International Advisory Committee should be geographically diverse.</i></p>	

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<p>20 Please outline below your publication plans for papers based upon conference presentations.</p> <p>IUPAC reserves the right to publish in its official journal <i>Pure and Applied Chemistry</i>, as appropriate, papers based upon the whole or part of the proceedings of any conference that it sponsors. Events that are cosponsored with another organization will be the subject of special arrangements. Organizers planning to offer manuscripts for publication in <i>Pure and Applied Chemistry</i> are requested to consult the publication policy and notes for Conference Editors available from <www.iupac.org/publications/pac>, and to describe and motivate publication plans accordingly. These provisional plans are subject to finalization in consultation with the Scientific Editor, after IUPAC sponsorship is approved.</p>	
<p>21 Do you propose to publish in <i>PAC</i>?</p> <p>Do you propose to publish elsewhere: if so, specify.</p> <p>Do you propose not to publish?</p> <p>Are you undecided?</p>	
<p>22 If the proceedings or part of them are to be published by IUPAC, the Organizers should appoint a Conference Editor well in advance.</p> <p>Name, postal and e-mail address, telephone and fax number of proposed Conference Editor.</p>	
<p>23 Name, postal and e-mail address, telephone and fax number of Chairman of Program Committee.</p>	
<p>24 Name, postal and e-mail address, telephone and fax number of Chairman of Local Organizing Committee.</p>	
<p>25 List the name, postal and e-mail address, telephone, and fax of the main contact individual with whom the majority of correspondence should occur.</p>	

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26. List the website address	
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Plenary Lectures

Time allowed for presentation of each:

Name of speaker

Tentative/definite

Affiliation

Title of lecture/indication of subject area

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Invited Lectures

Time allowed for presentation of each:

Name of speaker

Tentative/definite

Affiliation

Title of lecture/indication of subject area
