



International Federation for Medical and Biological Engineering

Affiliated with the International Union for Physical and Engineering Sciences in Medicine

REGIONAL/INTERNATIONAL CONFERENCES APPLICATION FORM

This Application Form is part of the process in applying for IFMBE sponsorship / endorsement of conferences, symposia or workshops. Please read the IFMBE Policies and Procedures (<http://www.ifmbe.org/about-ifmbe/policies-and-procedures/>) carefully before completing this form.

1. IFMBE involvement (select the appropriate request)

- a) sponsored conference
- b) co-sponsored conference (please complete Appendix I)
- c) cooperation (please complete Appendix II)
- d) endorsement (please complete Appendix III)

2. Conference Information

- a) Organizer(s) (society or group)

- b) IFMBE National Member Organisation (NMO) participating in organization

If the Organizer is not an IFMBE NMO, a letter of support must be obtained from the IFMBE NMO in that locality (see Appendix III).

- c) Name of the conference

- d) Conference date(s)

- e) Venue

- f) URL

g) Contact person (name, address, phone, fax, email)

h) Special interests of the conference (if necessary, enclose a list of topics)

i) Number of participants (expected) _____

Signature: _____ Date: _____

Name: _____
(Chair, Organising Committee)

Affiliation: _____

Please send this Application Form and the appropriate Appendix to IFMBE Secretary

General:

Prof. Kang-Ping LIN
Secretary-General, IFMBE

Distinguished Professor, Dept. of Electrical Engineering, CYCU
Director, Technology Translation Center for Medical Devices, CYCU
Chung-Yuan Christian University, 320, Taiwan

Email: ifmbe.sgoffice@gmail.com

Copy email to: contact@ifmbe.org



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APPENDIX I. CO-SPONSORED CONFERENCES

Requests for the co-sponsorship must be received by the IFMBE Secretary General no later than **12 months** prior to the conference date.

1. Financial participation of the IFMBE (for co-sponsored conferences only)
(Select the appropriate request)

- a) loan _____ (please, specify the amount)
- b) grant _____ (please, specify the amount)
- c) no loan/grant from IFMBE requested

Proposed date of money transfer to the organizers _____

The IFMBE can offer either a loan or a grant:

Loan is intended for well-established conferences which are expected to be supported by the organizers from their budget and sponsorship (other than IFMBE), as a form of financial help at the beginning of the conference organization.

Grant, as a non-repayable form of help is to be offered primarily to the organizers of conferences in developing and in transitional countries which may be of less interest to sponsor. However, organizers need to make their own effort for industrial sponsorship. Therefore, if the conference proves to have a surplus, the grant must be repaid and the surplus shared with the Federation.

2. Request for financial involvement of the Federation must be supported by:

- a) A list of conference officers
- b) Conference budget
- c) Statement from the organizers that they will prepare the conference proceedings according to the IFMBE Proceedings Guidelines and publish them within the IFMBE Proceedings Series.
- d) Statement that the Conference Organizers shall deliver an electronic Conference Proceeding to the IFMBE Secretary General Office no later than 30 days after the conference close.

3. Financial obligations of the Conference Organizers

- a) Loan repayment (90 days after close). Add 10% of surplus.
- b) Grant repayment (90 days after close). If there is surplus, repay the whole grant or a part of the grant if surplus is less than the grant amount. If surplus is greater than the grant amount, add 15% of remaining surplus

4. Technical services requested from the IFMBE

4.1 Publications

- a) Contracting printing and post-conference marketing of the Proceedings
- b) Internet registration of the authors and papers including dissemination and collection of reviews

Please, specify what kind of publications you are planning to publish (enter the number, if applicable)

- a) Proceedings (printed) _____ copies
- b) CD, DVD, or USB Flash Drive Proceedings _____ copies
- c) Program (printed) _____ copies
- d) Abstract booklet (printed) _____ copies
- e) Web publication
- f) Other (please, specify) _____ copies

4.2 Publicity offered by the IFMBE

- a) Disseminate Conference information to all IFMBE NMOs.
- b) Announcement and link from the IFMBE web site
- c) Announcement and publishing of reports in the IFMBE News*
- d) Advertising on other IFMBE sponsored and co-sponsored conferences

* Please note that the reports have to be prepared by the conference organizers themselves.

5. Responding to the Conference organizers' request, the IFMBE shall:

- a) Prepare a co-sponsorship contract with the organizers. This contract shall cover all financial and other business according to the IFMBE Policies and Procedures document (see chapter 3)
- b) Deliver the organizers all relevant data for the Proceedings (ISSN, Cover, Volume number, IFMBE Proceedings Guidelines, IFMBE logo)
- c) Appoint a Liaison Officer

- d) Appoint the IFMBE Treasurer (or representative) in the Conference Finance Committee.

I undertake to comply with these guidelines.

Signature: _____ Date: _____

Name: _____



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APPENDIX II. CONFERENCES IN CO-ORGANISATION

Requests for the co-organisation must be received by the IFMBE Secretary General no later than **12 months** prior to the conference date.

1. Technical services requested from the IFMBE

1.1 Publications

- a) Contracting printing and post-conference marketing of the Proceedings within the IFMBE Proceedings Series
- b) Internet registration of the authors and papers including dissemination and collection of reviews

Please, specify what kind of publications you are planning to publish (enter the number, if applicable)

- a) Proceedings (printed) _____ copies
- b) CD, DVD, or USB Flash Drive Proceedings _____ copies
- c) Program (printed) _____ copies
- d) Abstract booklet (printed) _____ copies
- e) Web publication
- f) Other (please, specify) _____ copies

1.2 Publicity offered by the IFMBE

- a) Disseminate Conference information to all IFMBE NMOs.
- b) Announcement and link from the IFMBE web site
- c) Announcement and publishing of reports in the IFMBE News*
- d) Advertising on other IFMBE sponsored and co-sponsored conferences

* Please note that the reports have to be prepared by the conference organizers themselves.

2. Responding to the Conference organizers' request, the IFMBE shall:
 - a) Prepare a contract on conference co-organisation. This contract shall cover all financial and other business according to the IFMBE Policies and Procedures document (see chapter 3)
 - b) Deliver the organisers all relevant data for the Proceedings (ISSN, Cover, Volume number, IFMBE Proceedings Guidelines, IFMBE logo, advice)
 - c) Appoint a Liaison Officer

3. Conference Organizers shall deliver an electronic Conference Proceedings to the IFMBE Secretary General Office no later than 30 days after the conference closure.

4. Organizers of the conferences in cooperation with the IFMBE shall publish the IFMBE logo on all conference publications, printed or electronic, indicating:
“In cooperation with IFMBE”

I undertake to comply with these guidelines.

Signature: _____ Date: _____

Name: _____



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APPENDIX III. ENDORSED CONFERENCES

Requests for the endorsement must be received by the IFMBE Secretary General no later than **6 months** prior to the conference date.

× **All application must have a Letter of Support from the National Member Organization (NMO) of IFMBE, if the conference is not organized by the IFMBE NMO.**

1. Publicity offered by the IFMBE

- a) Announcement and link from the IFMBE web site
- b) Announcement and publishing of reports in the IFMBE News*

* Please note that the reports have to be prepared by the conference organizers themselves.

2. Responding to the Conference organizers' request, the IFMBE shall:

- a) Help in publicizing the conference
- b) Provide a letter of support to help in soliciting financial support, if required

3. Organizers of the IFMBE endorsed conferences shall publish the IFMBE logo on all conference publications, printed or electronic, indicating:

“Endorsed by IFMBE”

4. Conference organizers shall deliver an electronic Conference Proceedings to the IFMBE Secretary General Office no later than 30 days after the conference close.

I undertake to comply with these guidelines.

Signature: _____ Date: _____

Name: _____