**INTERNATIONAL UNION OF CRYSTALLOGRAPHY**

**Meeting Support Committee**

**Request for IUCr Visiting Professorships – FORM VP2**

 ***(form for requests NOT attached to an application of IUCr support for the meeting as a whole)***

Please return this form to Dr Manfred S. Weiss (Macromolecular Crystallography, Helmholtz-Zentrum Berlin, Germany) **via e-mail**: [msweiss@helmholtz-berlin.de](msweiss%40helmholtz-berlin.de)

The IUCr Visiting Professorship scheme aims to support some of the costs of having internationally recognized scientists as lecturers for short courses at workshops or schools organized in countries or regions where crystallography should be developed or revitalized. These schools or workshops may have local, national or international character. Up to a maximum of three Visiting Professorships (VPs) can be granted for a single event. Preference will be given to those who have published in IUCr journals. Travel and travel insurance costs will be met by the IUCr, while the local organizers cover the accommodation and subsistence expenses.

Applications will be considered three times a year at the end of February, June and October. Applications should be submitted well in advance so that when considered at one of these deadlines, the date of **the event should lie at least six months ahead**. Support from at least one IUCr Commission is required. A provisional programme of the school or workshop and the CVs of the scientists for whom the VPs are requested should be attached to the application. If the sponsorship of the IUCr is also requested for the school or workshop as a whole, both applications with their separate forms (a version of the application form for the VPs shorter than present one can then be used) should be submitted together, and in this case the application should be timed according to the conditions for applications for IUCr sponsorship of meetings (nine months in advance).

The following questions are asked in order to assist the Meeting Support Committee in determining whether the intended courses and chosen visiting professors are appropriate to warrant the sponsorship of the International Union of Crystallography. The recommendation of the Meeting Support Committee will then be submitted to the Executive Committee for decision. Please answer all of the questions below as fully as possible.

**Please note** that if the VP(s) is(are) approved, a written report on the activity of the sponsored VP(s) should be submitted by the organizers of the event to the IUCr CEO no later than six months after the visit. This report will play an important role in decisions regarding future funding of activities organized by the same people or of schools/workshops in the same series

**Event (course, school, workshop, etc.) in which the teaching activity of the VP(s) will take place:**

Title:required

Dates:required

Location:required

Subject:required

Web site address (if available):

Does the meeting belong to a series?*:*        yes       no

If so,

 PreviousMeeting:

Date:

Location:

Web site address (if available):

was it supported by the IUCr?:       yes      no (if so, amount received:       )

 did it have IUCr VPs?*:*        yes      no

 if so, name(s) of the VP(s):

Web site address (if available):

**Contact person for the present application**

Name:required

E-mail:required

**1 A copy of this application and a request for a letter of support must be sent to the Chair of at least one IUCr Commission. A letter or email message of support from at least one IUCr Commission must then be received in due time at the same address above.**

Which Commission(s) has(have) been contacted in this way?

(see http://www.iucr.org/iucr/commissions for list)

**2. List of topics to be covered by the course or school:**

required

**3. Names of the lecturers if there will be more than the requested VPs (include at least a provisional list) .**

required

(A provisional programme of the event must be attached)

 **List of proposed VPs and their affiliations [maximum of three – CV(s) including publications list(s) should be attached]. For each proposed VP, provide a summary of his/her qualifications for being considered an “internationally recognized scientist”. In particular, it should be explained why the intended teaching cannot be done by local lecturers. Mention also for each candidate if he/she has published in the journals of the IUCr, and indicate his/her most representative publications in the IUCr journals:**

**4. For each requested VP, attach a copy of his/her foreseen programme of activities, including a detailed timeplan and the subjects to be covered, etc. (or write it here below):**

**5. For each requested VP, provide here a travel itinerary and approximate costs:**

lecturer:required dates of visit: required

 travel itinerary: requiredapprox. travel cost (to be funded by the IUCr): US$ required

approx. accommodation/subsistence expenses (covered by organizers): US$ required

 lecturer:      dates of visit:

 travel itinerary:      approx. travel cost (to be funded by the IUCr): US$

 approx. accommodation/subsistence expenses (covered by organizers): US$

 lecturer:      dates of visit:

 travel itinerary:      approx. travel cost (to be funded by the IUCr): US$

 approx. accommodation/subsistence expenses (covered by organizers): US$

**6. Names of the local organizers:**

required

**7. Expected number of participants**

 total: requiredyoung scientists: required

 **distributed between:**

 **l**ocal (site of the meeting): total: requiredyoung scientists: required

 **l**ocal (country of the meeting): total: requiredyoung scientists: required

 non-local: total:requiredyoung scientists: required

If the meeting belongs to a series, indicate the number of participants at the previous meeting:

 total:required young scientists: required

**8. Budget**

Total provisional budget for the meeting:required

details if appropriate

Origin of income:required

details if appropriate

Conference fee:required

 Services included in the fee:

 required

**9. Is attendance open or by invitation?**

**10. Deadlines**

Registration application:

**11. Any additional information:**

**12. Is the proposal supported by the National Committee for Crystallography of the country?**

 [ ]  yes [ ]  no

(if yes, attach support letter)

**13. Do the authorities of the country in which the meeting is to take place guarantee free entrance of bona fide scientists from all countries?**

 [ ]  yes [ ]  no

**14. Are the meeting organizers willing to circulate information about the IUCr amongst the participants (for example, by displaying posters, including leaflets in delegates bags and including a colour advertisement in the programme book, if produced)?**

 [ ]  yes [ ]  no

If not, give reasons

**15. Is the meeting organization willing to offer the IUCr a free booth to display IUCr publications and offer free registration to the IUCr Promotions Officer (or alternate) should they attend?**

 [ ]  yes [ ]  no

If not, give reasons

**We (the applicants) agree to include the following statement in our conference circulars:**

*IUCr Scientific Freedom Policy Statement. The Organizing Committee of* *required - insert name of meeting shall observe the basic policy of nondiscrimination and affirms the rights of scientists throughout the world to adhere or to associate with international scientific activity without regard to such factors as ethnic origin, religion, citizenship, language, political stance, gender, sex or age, in accordance with the Statutes of the International Council for Science. At this meeting [or symposium etc.] no barriers will exist which would prevent the participation of bona fide scientists.*

Place: required Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: required Name: required