**INTERNATIONAL UNION OF CRYSTALLOGRAPHY**

**Sub-committee on the Union Calendar**

**Request for IUCr Sponsorship and Financial Support**

Please return this form to Professor G. Diaz de Delgado (Laboratorio de Cristalografía-LNDRX, Depto. de Química, Fac. de Ciencias, Universidad de Los Andes, Mérida, Venezuela) **via e-mail**: chair.calendar@iucr.org and gdiazdedelgado@gmail.com.

Applications must be submitted at least nine months in advance of the date of the meeting and will be considered three times a year at the end of February, June and October. Applications for sponsorship should be timed accordingly. Support from at least one IUCr Commission is required for all international meetings except for the meetings of Regional Associates and the IUCr Congresses. A meeting organised by a Commission does not require a letter of support from another Commission. National meetings are only supported if held in a developing country.

The following questions are asked in order to assist the Sub-committee in determining whether the meeting is appropriate, in subject, form and timing, with respect to other related meetings, to warrant the sponsorship of the International Union of Crystallography. Recommendations for sponsorship and the level of financial support are submitted by the Sub-committee to the Executive Committee for a decision. Please answer all of the questions below as fully as possible.

**Please note** that if financial support is approved, a written report and a separate breakdown of the use of the funds must be submitted to the Executive Secretary not more than three months after the meeting. These reports will play an important role in decisions regarding the funding of future meetings in the same series or organised by the same people. Reports may be published in the IUCr Newsletter. Any deviation in the use of funds from what was included in the application form and approved by the IUCr requires written approval from the Executive Secretary and the Chair of the Sub-Committee.

**Meeting for which funding is requested**

Title:required

Dates:required

Location:required

Subject:required

Web site address of meeting (if available):

 Specify title, date and location of all planned satellite meetings (satellite meetings may apply for sponsorship and financial support separately from the main meeting)

 [If the application includes satellite meetings, an additional form for each satellite meeting

 containing specific information for the satellite should be attached to the main application form]

If belonging to a series, indicate previous meeting. If not belonging to a series, indicate the last meeting that to your knowledge had a similar scope.

Belongs to a series?: [ ]  yes [ ]  no

 If yes, was it supported by the IUCr?*:*  [ ]  yes [ ]  no (if yes, amount received:      )

 PreviousMeeting:

Date:

Location:

Web site address (if available):

**Contact person**

Name:required

E-mail:required

**How would you classify this meeting?**

 **[ ]** annual meeting of one of the Regional Associates (ACA, AsCA, ECA, LACA)

 **[ ]** international meeting *organised* by an IUCr Commission

 **[ ]** meeting or workshop in a region in which crystallography should be developed/revitalized

 [ ]  national [ ]  international

 [ ]  travel support under the Visiting Professorship Scheme also requested

 **[ ]** international meeting or workshop in a well-developed country with strong support from an IUCr Commission and/or a strong teaching component

 **[ ]** smaller international meeting or school on a topic of particular interest for the IUCr

**Format of the meeting**

1. In person\_\_\_\_
2. Hybrid (in person/virtual)\_\_\_\_
3. Virtual\_\_\_\_

If the meeting format is a) or b), would the organizers consider changing to a fully online format in case of natural disasters, pandemics, social or political turmoil, or any other circumstance that would prevent a significant number of participants from attending the meeting in person?

  [ ]  yes [ ]  no

*Please keep in mind that meetings moved to a virtual format will be awarded $1000 regardless of any previously approved amount for an in-person or hybrid meeting. These funds should be used to cover expenses that will allow young and early career attendants to participate in the virtual event, such as partially cover the cost of the virtual hosting of the meeting.*

**Amount of financial support requested from the IUCr**

 for travel and subsistence of young scientists\*: US$ required

 for online platform to host a hybrid/virtual meeting: US$

 for travel support under the Visiting Professorship Scheme†: US$

 please specifiy

 *\*required for most meetings – an exception would be the unusual case when solely Visiting*

 *Professorship support is required*

 *†for developing countries only – FORM VP1 must be completed (see* [*http://www.iucr.org/iucr/sponsorship/vp.html*](http://www.iucr.org/iucr/sponsorship/vp.html)*)*

**1. Is the meeting being organized by an IUCr Commission?**

(*if so, attach a letter to that effect from the Chair of the Commission*)

 [ ]  yes [ ]  no

**2. For international meetings not organized directly by an IUCr Commission, 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?

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

**3.** **For schools and workshops that are not organised by an IUCr Commission, the support of the Commission on Crystallographic Teaching (CCT) will be required. Please submit this application and all supporting information to the Chair of the Calendar Committee (CC) and to the Chair of the CCT for consideration of this commission. The recommendation of the CCT will be included in the discussion of the application by the CC.**

Will this meeting require support from the CCT?

**4. List of topics to be covered:**

required

**5. Composition of the International Programme Committee, and statement on its gender balance**

list

Other arrangements to guarantee international character of the meeting if the Programme Committee is not International

**6. List of invited lecturers (include at least a provisional list) and statement on its gender balance**

required

(A provisional programme of the meeting should also be included)

 **If travel support is requested under the Visiting Professorship Scheme, give the names of the lecturers for whom this support is foreseen and attach their CVs.**

**7. Names of the local organisers:**

required

**8. 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 belonging to a series of meetings, indicate the number of participants in the previous meeting:

 total:required young scientists: required

**9. Statement on Gender Balance**

At the 2017 IUCr Congress, delegates at the General Assembly confirmed the IUCr policy that meetings requiring IUCr sponsorship must include a speaker gender policy and statistics relating to gender balance on the conference website.  The policy should be consistent with the IUCr policy on gender balance (<https://www.iucr.org/iucr/principles-and-policies/gender-balance>).

 Please provide a link to the policy and statistics on gender balance for the proposed meeting:

 If there is no policy and statement, this application will not proceed further. A positive example of what this might look like is shown here: <https://ecm31.ecanews.org/en/statement-on-gender-balance.php>)

**10. 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

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

**12. Deadlines**

Registration application:

Paper submission:

**13. Is publication of proceedings intended? [ ] yes [ ] no**

Editor:

 Details:

**14. Any additional information:**

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

 [ ]  yes [ ]  no

(if yes, attach support letter)

**16. 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

**17. Are the meeting organisers willing to circulate information about the work of 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

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

*IUCr Scientific Freedom Policy Statement. The Organising Committee of* *required - insert name of meeting shall observe the basic policy of non-discrimination 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 Statues of the International Council for Science. At this [meeting, symposium, etc.] no barriers will exist which would prevent the participation of* bona fide *scientists.*

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

Date: required Name: required