



APPLICATION FORM FOR EURHODIP ANNUAL MEETING & CONGRESS

This application form must be completed in detail and supported with photographs, literature and ICT-Visual material. It must be handed to the EURHODIP BOARD / Executive Board two years in advance of the proposed date. The Conference is normally in the July month and it is recommended that the proposal is made with the **Annual Assembly and the Conference Manual Guidelines**, accessible on the EURHODIP WEBSITE (Eurhodip.com). The boxes can be adjusted.

School requesting to host event: *(Provide name and background information about the school)*

Proposed dates for event: *(Provide exact dates and justification for them)*

Resources available at school: *(Provide outline of available physical facilities, departments, and human resources etc.)*

Number of people that can allocate time for organising conference: *(Provide an hierarchy of structure with role, this can consist of a committee)*

Suggested topics: *(Provide suggested topics and detailed justification for this choice)*

Details of the destination: *(The venue of the events may be different to the school, therefore give details of the different locations and host destinations)*

Details of the proposed conference and annual assembly venue:

Details of the proposed accommodation: *(The venue of the events may be different to the school, therefore give details of the different locations and host destinations)*

<u>Details of transfers and accessibility:</u>
<u>Proposed Itinerary and Programme:</u> <i>(Provide a detailed four day itinerary)</i>
<u>Provide an approximate outline of cost and price per person:</u> <i>(Outline and consider food and beverage cost, accommodation conference speakers, the venues, tours, entertainment, marketing, etc.)</i>
<u>Possible Sponsors and Agreements:</u> <i>(Please attach any agreements)</i>
<u>Outline strengths and opportunities for holding event at proposed destination:</u> <i>(Please provide evidence where possible)</i>
<u>Outline weaknesses and threats of holding event at proposed destination AND outline how host proposes to overcome them:</u> <i>(Please provide evidence where possible)</i>

Contact details of proposed host:

Address:

Email:

Telephone:

Skype address:

<u>Stamp:</u> <u>Signature:</u>
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