## ISATTlogo.gifREGIONAL CONFERENCES

* **ONE** *Regional Activity/Conference* will be held between the biennial conferences in May, July or September of the intervening year, unless there is a strong case for choosing an alternate month.
* The *Regional Activity/Conference*, as determined by the Executive Committee, can take the form of a pre-conference, an independent meeting or a ‘meeting within an established meeting’ and/or it may also be an activity held in support of the next biennial conference; any questions should be addressed to the Chair;
* A *Regional Activity/Conference* (pre-conference/independent meeting’/’meeting within a meeting’) requires the participation of **at least** one representative of the ISATT Main Executive (Chair, Secretary or Treasurer) and the ISATT Administrator;
* Interest in proposing *a Regional Activity/Conference* can be discussed with a member/s of the ISATT Executive (Chair, Treasurer, Secretary, ISATT Administrator) prior to submitting a proposal.
* Proposals for *Regional Activity/Conference* will be invited from all active ISATT members through a call in the September following the ISATT biennial conference;
* Any active ISATT member can be lead applicant on the proposal for a *Regional Activity/Conference* with the support and collaboration of the national representative and a member of the ISATT Executive;
* Proposals for a *Regional Activity/Conference* will be submitted on the template provided at a date to be determined in November in the year of the biennial conference;
* A maximum of **£4000** has been set aside for planning and organizing of ONE *Regional Activity/Conference to be scheduled between the biennial ISATT conferences*;
* The need/rationale for the proposed *Regional Activity/Conference*, objectives, expected outcomes and budget must be stated in writing on the template provided;
* The host of the *Regional Activity/Conference* will be determined by the ISATT Executive Committee and will be advised by the ISATT Administrator within two weeks of the proposal deadline.
* The ISATT member who proposes the *Regional Activity/Conference*, together with a named Main Executive member, the national representative, and Local Organisers, are in charge of all local details related to the Regional Activity/Conference. Generally, the ISATT Executive Committee focuses on large-scale considerations (i.e., programme contributions, negotiations with sponsors etc.) concerning ISATT’s participation;
* The Main Executive member (Chair, Secretary, Treasurer) who is involved in the planning from the beginning to the completion of the *Regional Activity/Conference* will have their expenses paid by ISATT (economy fare travel, accommodation and £50/day per diem**)** in compensation for the substantial amount of work involved. The expenses of the ISATT Administrator will also be paid based on submitted receipts. If additional Main Executive members (Chair, Secretary, Treasurer) attend, ISATT will fund 50% of their economy fare travel and accommodation and they will receive £50/day per diem.
* The first 10 ISATT members who register for the Regional Activity/Conference (and subsequently participate) will have their *Regional Activity/Conference* Dinner paid for by the organizing committee. This is to recognise (1) efforts to build and sustain an ever-expanding ISATT community; and (2) to continue our work on encouraging scholars from other regions to join ISATT;
* The Budget (i.e., proposed/adjusted/actual) and regular conference planning updates must be provided to the Executive Committee through the ISATT Administrator. The Proposed Budget must be submitted with the completed Proposal. The Adjusted and the Actual Budget will be submitted prior to final execution of the Regional Activity/Conference.

## REGIONAL ACTIVITY/CONFERENCE APPLICATION FORM

Region:       Proposed Location:

Applicant:       Email:

Address:

Regional Representative:

Participating Executive Member:

Title of your proposed Regional Activity/Conference:

Model (Please tick below):

Pre-Conference [ ]  Independent Meeting [ ]  ‘Meeting within a Meeting’ [ ]

If ‘meeting within a meeting’ is selected above, please name the meeting with which you will partner

Proposed dates:

Anticipated attendance:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Brief description of *Regional Activity/Conference* goals** (max 200 words that can be shared with ISATT Membership to promote *Regional Activity/Conference*):

Click or tap here to enter text.

**Ways in which the conference is aligned to ISATT vision/goals** (max 500 words):

 Click or tap here to enter text.

**Anticipated outcomes e.g. membership, collaborative writing/publication, collaborative research application, etc.** (max 500 words):

Click or tap here to enter text.

**Budget** (See template below provided by ISATT Administrator):

**Budget Justification** (max 500 words):

 Click or tap here to enter text.

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regional Representative’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## REGIONAL CONFERENCE BUDGET FORM

## ISATT Administrator

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Category** | **Projected Cost** | **Amended Cost** | **Actual Cost** |
| *Airfare* |       |       |       |
| *Visa Application* |       |       |       |
| *Travel Vaccinations* |       |       |       |
| *Ground Transportation* |       |       |       |
| *Travel Insurance* |       |       |       |
| *Conference Registration* |       |       |       |
| *Gala Dinner* |       |       |       |
| *Hotel Expenses* |       |       |       |
| *Food Expense Receipts* |       |       |       |
| **Total** |       |       |       |

## Other ISATT Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Category** | **Projected Cost** | **Amended Cost** | **Actual Cost** |
| *ISATT-Sponsored Dinner for up to 15 members* |       |       |       |
|  *Shipping Costs* |       |       |       |
| *Costs related to stall space* |       |       |       |
| **Total** |       |       |       |

## ISATT Executive Member/s

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense** | **Projected Cost** | **Amended Cost** | **Actual Cost** |
| *Airfare* |       |       |       |
| *Travel Insurance* |       |       |       |
| *Visa* |       |       |       |
| *Travel Vaccinations* |       |       |       |
| *Ground Transportation* |       |       |  |
| *Conference Registration* |       |       |       |
| *Gala Dinner* |       |       |       |
| *Hotel Expenses* |       |       |       |
| *Per Diem(historical precedent)* |       |       |       |
| **Total** |       |       |       |

## Local Conference Organizer’s Expenses\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense** | **Projected Cost** | **Amended Cost** | **Actual Cost** |
| *Travel to Destination\** |       |       |       |
| *Ground Transportation\** |       |       |       |
| *Conference Registration\** |       |       |       |
| *Gala Dinner* |       |       |       |
| *Hotel Expenses\** |       |       |       |
| *Preparation Expenses (brochures, posters, etc)* |       |       |       |
| **Total** |       |       |       |

\*Local organisers typically organize regional meetings near their home institutions or at a conference they would typically attend. Hence, the asterisked (\*) costs are only anticipated in unusual circumstances in low-income countries.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Category** | **Projected Cost** | **Amended Cost** | **Actual Cost** |
| ***Grand Total*** |  |  |       |