

Application for BSPP Conference Organisation Funding

BSPP use:
Application no:
Date received:



BSPP Member (*tick*) **Membership type:** Full / PhD Student / Retired / Unemployed (*delete as appropriate*)

From (*year*):

Name:

Place of work:

Address:

Tel:

Email:

Title of conference:

Dates (*please apply at least 4 months ahead of the conference date*):

Total cost of running the conference

Funding requested from BSPP

Please provide a breakdown of costs, ie venue hire, subsidies to students, support for invited speakers, etc

TOTAL REQUESTED FROM BSPP _____

Description of the event:

Please include details of the subject matter, organization (workshops, seminars, field excursions etc), those attending (including expected number of BSPP members) and conference website address if available

Reasons for requesting BSPP funding:

Please include detail about where remaining funding will come from and whether the event has been run previously

What are the objectives and benefits of running the conference?

How will you promote the conference to potential delegates, and ensure it is relevant to your target audience ?

How will you evaluate the success of the conference ?

The Society aims to promote BSPP and plant pathology to the academic and wider community. Please describe how you plan to maximize promotional opportunities that may arise from the conference: *(the BSPP publicity officer may contact you for more information)*

Please provide evidence that Health and Safety aspects and for the conference have been considered:

Previous BSPP Awards:

Please list all previous awards from any of the BSPP award schemes with dates

Declaration by applicant:

I certify that I shall be incurring the expenses specified in the organization of this conference, and that funds available from other sources will cover the amount not being contributed by BSPP. I confirm my acceptance of the Conditions of Award, specified below.

Signed:

Date:

Please note: Incomplete forms will lead to an automatic rejection of your request for funds

Completed forms should be returned by email to: presidentelect@bspp.org.uk

with a signed hard copy to:

Prof Mike Shaw, School of Biological Sciences, Lyle Building, University of Reading, Whiteknights, Reading, Berkshire, RG6 6BX, UK. Tel: +44 (0) 118 378 8093; e-mail: presidentelect@bspp.org.uk

Conditions of award:

1) It is a requirement that a full report is submitted within two months of the conference, which will include details of the number attending, the subject matter and any publicity arising from the conference.

2) Acknowledgement and Copyright:

- Written materials produced and published through the award are the copyright of the applicant's institution. BSPP retains the right to use written materials produced through the award on the understanding that BSPP will notify applicants of intended use.
- The award from BSPP must be acknowledged in all promotional activities.

3) **DISCLAIMER:** The BSPP provides no warranties about the conduct or outcome of the meeting/conference. The applicant in receipt of funds under this scheme is obliged to report the occurrence of any cancellation or postponement of the event or failure of the funded activities to take place. In the event that the conference is cancelled, The BSPP may seek to recover the total cost of the award.