



Application form for URSI Meeting Sponsorship

Guidelines and rules for URSI support of meetings

1. Initial step

When contemplating URSI support, organisers of meetings should obtain the essential documents, such as the application form and the set of ICSU rules on Freedom in the Conduct of Science* by:

- contacting the URSI Secretariat;
- or contacting the relevant Commission Chair;
- or downloading them from the URSI Website (http://www.ursi.org/en/ursi_forms.asp).

2. Approval procedure

- (1) Use the application form for the appropriate support (Technical or Financial support as described below).
- (2) The advice of the relevant Commission Chair(s) will be sought by the URSI Secretariat.

Approval depends on the application satisfying the conditions for the desired mode of support.

For all modes of support the following conditions must be met:

- The scientific level of the meeting is high enough;
- The local affiliated URSI Member Committee (if it exists) has been consulted;
- The meeting organisers agree that URSI and its officials shall have no liability whatsoever and, in particular, no financial liability, associated with the meeting;
- The ICSU Rules on the Freedom in the Conduct of Science* are satisfied;
- Participation by Young Scientists (less than 35 years of age at the time of the meeting) is encouraged;
- The conference agrees to provide URSI with at least equal acknowledgment and publicity for its co-sponsorship of the conference as every other conference sponsor, including written acknowledgment, display of the URSI logo on all conference promotional materials and calls for papers, the conference Web site, and all displays that include sponsorship identification at the conference.

Technical support (recognition by URSI) must also satisfy the following conditions:

- The meeting supports some of the URSI themes and areas of interest;
- There is no conflict between the meeting and the General Assembly and Scientific Symposium, which must be sufficiently distant.

Financial support (recognition and funding support by URSI) must also satisfy the following conditions:

- The meeting supports some of the URSI themes and areas of interest and is truly international in nature;
- There is no conflict between the meeting and other URSI meetings or, most importantly, with the General Assembly and Scientific Symposium, or the AT-RASC meeting which must be sufficiently distant.

3. Registration fees for URSI Radioscientists

If the meeting is co-supported by URSI, URSI Radioscientists should receive the same reduced fee as the members of any other supporting organisations.

* The Principle of the Universality of Science embodies freedom of movement, association, expression and communication for scientists as well as equitable access to data, information and research materials. Important responsibilities for scientists are inherent in these freedoms. The Committee on Freedom and Responsibility in the Conduct of Science (CFRS) serves as the guardian of the Principle, adherence to which is a condition of membership to ICSU. More information at <http://www.icsu.org/freedom-responsibility/freedom-responsibility-portal>.



4. Steps before the meeting

Support entails commitments beneficial to both URSI and the meeting organisers:

- (1) URSI's support must be mentioned in the various documents promoting the meeting. URSI logos can be sent to the organisers upon request, to be used in conjunction with the meeting literature. Its use is desirable, because the URSI logo makes this sponsorship evident.
- (2) An official URSI representative must be chosen; his/her main task is to support the conference organisers. The representative should be somebody who will attend the Conference (his/her expenses *cannot* be covered by URSI) and should be chosen by the Chair of the (main) supporting Commission.
- (3) Details about the meeting - such as the deadline for the submission of abstracts – should be sent to the URSI Secretariat sufficiently early to permit publication in "The Radio Science Bulletin". The text for should be e-mailed to the Secretariat (e-mail address: rsb@ursi.org) along with photographs in .jpg format.
- (4) The meeting organisers may request the sponsoring Commission Chairs to use their email mailing list to advertise the meeting. The pan-URSI mailing list will not be available.

5. Steps after the meeting

- (1) The URSI representative (or delegate) should submit a suitable report on the meeting - 1 to 2 pages long - to the Secretariat shortly after the end of the conference. This report will be published in "The Radio Science Bulletin", thus providing a free advertisement to the meeting, a particularly important point if the latter is part of a series.
- (2) The Meeting Organiser should submit a suitable financial report in the case of financial support.

Appendix: Modes of Support

In order to promote the scientific objectives of the Union, URSI may support scientific meetings of two kinds:

- (a) URSI-generated meetings, which are organised by official bodies of URSI (Commissions, Scientific Committees, Working Groups), maybe with other bodies as co-sponsors ; are particularly encouraged.
- (b) For meetings that are organised by scientific bodies outside URSI, a necessary condition for URSI to be mentioned as a supporting or co-supporting body is that the Union should be adequately represented in the preparation of the meeting. This category also includes national meetings intended to promote URSI themes in the member committees.

URSI support may be granted according to two modes:

Technical support: The meeting is recognised by URSI as appropriate and relevant to the Union's interests. URSI agrees to be explicitly mentioned as a supporting or co-supporting body. This kind of Technical support is granted only if the character and scientific value of the meeting is ensured. No financial commitment is involved, but URSI will support the meeting by publicising it in "The Radio Science Bulletin" and in the conference calendar on the URSI Website.

Financial support: URSI agrees to assist the meeting by providing seed funding. URSI grants a fixed, unconditional sum. This type of financial support is restricted to cover expenses of Young Scientists, key speakers, or other deserving scientists judged to be in need of financial support. The support for these people is typically EUR 500. It can be raised to EUR 1000, but only under special circumstances. It may not be used to absorb general expenses, and in particular meetings of the Organising and Program Committees. Receipts from the beneficiaries are required. The support monies will be paid, either directly to the beneficiaries, or by way of the Organising Committee, which will then take care of payments to individuals.

URSI will not agree to share the financial responsibility in an event and the Union will not be liable for any losses.



**Application for URSI Sponsorship
FORM 1 (due for both Technical and Financial support)**

1. Name of the meeting:

2. Location and dates:

URL Conference Web site: <http://>

3. Scope and subject:

4. This meeting may be of interest to the following URSI Commissions (Please tick)

- A Electromagnetic Metrology
- B Fields and Waves
- C Radio Communication Systems and Signal Processing
- D Electronics and Photonics
- E Electromagnetic Environment & Interference
- F Wave Propagation & Remote Sensing
- G Ionospheric Radio and Propagation
- H Waves in Plasmas
- J Radio Astronomy
- K Electromagnetics in Biology & Medicine

P.S. The terms of reference of these Commissions can be found on the URSI Homepage at the following URL :
<http://www.ursi.org/en/commissions.asp>
For more information, please contact the URSI Secretariat <info@ursi.org>.

5. Organising Committee:



6. Program Committee:

7. For URSI-generated meetings:

7.1. Involved URSI bodies:

7.2. Co-sponsors (with their responsibilities and involvement):

8. For non URSI-generated meetings:

8.1. Sponsors (with their responsibilities and involvement):

8.2. Proposed URSI representative:

Name:

Address:

Fax:

E-mail:

9. Has the agreement of the host country Member Committee been obtained?

10. Does the host country adhere to the ICSU Rules on the free circulation of scientists?

Date:

Name:

Address:

Fax:

E-mail:

Signature:



Application for URSI Sponsorship

FORM 2 (additionally due for financial support)

1. Name of the meeting:

2. Location and dates:

3. Requested fixed sum, total: _____ Euro
3.1. For invited scientists: _____ Euro
Give for each scientist (if already known) name, country, amount and purpose of financial support:

Are there similar known or expected grants from co-sponsors?

3.2. For young scientists: _____ Euro
(see Section 5 (2) of the Guidelines and Rules for Sponsorship)

- a) Number of young scientists from
- developing countries : _____ Euro
 - industrialised countries : _____ Euro

- b) Is the registration fee waived or reduced for:
- young scientists?
 - students?

c) Are there similar known or expected grants from co-sponsors?

4. URSI is requested to transfer the above mentioned sum to:

Name of beneficiary:
Bank account number:
IBAN:
Full address of beneficiary:
Name of bank:
BIC:
Branch and code of bank:
Full address of bank:
Routing number:

Communication (on bank transfer) for beneficiary:

Date: _____ Name: _____
Signature: _____