

Application Form for URSI Meeting Sponsorship

This document does not apply to meetings run by URSI Partner Organisations (currently IEEE-APS, AGU and EurAAP). These organisations should contact the URSI Secretariat directly to discuss their proposals.

This document does not apply to national student paper competitions.

URSI only provides financial support to budgeted and Board agreed, Commission led meetings. The Commission Organisers are requested to fill in the forms as part of this document to ensure that all of the relevant information is captured. No financial support is provided to meetings organised by other organisations.

1. Purpose of Sponsorship

URSI meeting sponsorship seeks to sustain a particular area of study important to URSI and at the same time ensure that the name of URSI is promoted.

The meetings may be:

- URSI meetings, which are organised by official bodies of URSI (Commissions, Scientific Committees, Working Groups).
- National URSI meetings intended to promote URSI themes in the member committees.
- Meetings organised by scientific bodies outside URSI.

2. Initial step

When contemplating URSI support, organisers of meetings should obtain the essential documents, being this application form and the ISC (International Science Council) rules on Freedom of Movement and Association* which are available at <https://council.science/what-we-do/freedoms-and-responsibilities-of-scientists/freedom-of-movement-and-association>

3. Approval procedure

- (1) Application form is submitted to the Secretariat.
- (2) Secretariat obtains advice and approval of the relevant Commission Chair(s).
- (3) Secretariat obtains approval of Board.

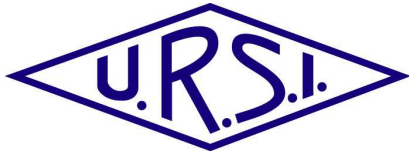
4. Restrictions and Approval

There are two modes of support. The first and most common is technical support, where URSI supports the meeting, but has no financial involvement.

The second is financial support where in addition to the technical support, URSI has a financial involvement. URSI *only provides financial support* to previously budgeted, Commission led meetings and funding comes from within the Commission budget. Financial support will have been approved by the URSI Board at the start of the triennium. The Commission Organisers are requested to fill in the forms as part of this document to ensure that all of the relevant information is captured.

Approval depends on the application satisfying the conditions.

* The Principle of Freedom and Responsibility in Science entails the freedom of movement and of association. Accordingly, international scientific meetings arranged or sponsored by ISC itself or its Membership must be free from discrimination against attendees. This implies rights and responsibilities on the part of both organisers of and participants in such international scientific meetings.



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

- The scientific level of the meeting is high.
- 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, including financial.
- The ISC rules on Freedom of Movement and Association* are satisfied.
- Participation by Young Scientists (less than 35 years of age at the time of the meeting) is encouraged.
- There is no conflict between the meeting and the GASS, AT-RASC, AP-RASC or Commission led meetings. In practice this means that they must be sufficiently separated in time.
- The meeting supports some or all of the URSI themes and areas of interest.
- 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. This should include 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.

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

- The meeting must be truly international.
- Previous nominal agreement to this meeting must have been given by the Board as part of the Commission budget approval process.

5. Registration fees

If the meeting is co-supported by URSI, URSI Associate Members, Members and Fellows must receive the same reduced fee as the members of any other supporting organisations.

6. 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 provided to the organisers upon request. Its use is required, because the URSI logo makes this sponsorship evident.
- (2) An official URSI representative must be chosen; their main task is to support the conference organisers. The representative should be somebody who will attend the Conference (their 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” and online. The text should be e-mailed to the Secretariat (e-mail address: r.stone@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.

7. Steps after the meeting

- (1) The URSI representative (or delegate) should submit a short report (1 to 2 pages) on the meeting to the Secretariat (e-mail address: r.stone@ursi.org) shortly after the end of the conference. This report will be published in “The Radio Science Bulletin”, and thus providing a free advertisement to the meeting, a particularly important point if it is part of a series.
- (2) The Meeting Organiser should submit a suitable financial report in the case of financial support.



Application for URSI Sponsorship

1. Name of the meeting:

2. Location and dates:

URL Conference Web site: <http://>

3. Scope and subject:

4. This meeting is 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

The terms of reference of these Commissions can be found on the URSI Homepage at the following URL :
<http://www.ursi.org/commissions.php>

5. Organising and/or Programme Committee:



6.

6.1. Involved URSI bodies (if relevant):

6.2. Other co-sponsors (with their responsibilities and involvement):

7. Proposed URSI representative:

Name:

Address:

Fax:

E-mail:

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

9. Does the host country adhere to the ISC rules on Freedom of Movement and Association?

Date:

Name:

Address:

Fax:

E-mail:

Signature: