

Hosting APAN Meeting – Application Form (v3.3)

Completed forms should be sent to sec@apan.net

Please fill out as much as you can at any stage, and update as more information comes to hand. Each time you add information, please update the version date here: **2021-01-01**

Proposed APAN Event number or date (53 = Jan/Feb 2022, 54 = Jul/Aug 2022, etc.)	
Proposed hosting city/economy	<i>Virtual meetings will still be identified with a physical location and a local host organisation.</i>

Applicant Information

Hosting Organisation Name	
Lead Person, Point of Contact for APAN	Name and role/title:
	Telephone:
	Email:
	Address:
Local Organising arrangements <i>Who are the people locally taking responsibility for the various aspects, and how can APAN contact them?</i>	In preparation up to the meeting:
	During the meeting:

Access

<p>Support for visa applications (physical meetings)</p> <p><i>What type of visa can be used for international visitors, how long does it typically take, which economies may have extra difficulties, etc.</i></p>	<p>Timeframes:</p>
	<p>Visa-exemptions, visa-on-arrival, visa-limits:</p>
	<p>Visa application process:</p>
<p>Assistance with letters of support/invitation</p> <p><i>Can you or somebody appropriate write letters for potential participants (e.g. for funding, travel, visa approvals). What is the process?</i></p>	

Venue Information (for physical meetings)

<p>Specific location</p>	
<p>Courier address</p>	
<p>Type of facility (university, hotel, etc.)</p>	
<p>Facilities</p>	<p>Internet access:</p>
	<p>NREN access:</p>

	Wi-Fi coverage:
	Video and teleconference equipment:
	Number, type and size of plenary/meeting/committee/secretariat rooms:
	Space for (sponsor) booths, posters, demonstrations:
	Catering on-site:
Safety, security	
Climate/Weather expected during the meeting	

Transportation (for physical meetings)

Airport, connectivity internationally	
Airport-to/from-accommodation	
Venue-to/from-accommodation	

Proposed Schedule

Meeting Dates (Sun-Fri?)	
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Social events, dinners, tours, support for partners/family (for physical meetings)	
Co-located/co-scheduled meetings or events (if any are planned)	

Registration

Expected number, type of participants (local/international)			
Registration Arrangements and System			
Proposed Registration Fees (USD)	Registration Type	Early bird	After early bird
	Standard		
	Students / Fellows		

Accommodation (for physical meetings)

Options and pricing (5-star down to Fellowship/student)	
Room features (twin/double, wifi, breakfast, ...)	