**Proposal Form for ICFMCE 2021**

**2021 International Conference on Functional Materials and Chemical Engineers**

Thank you for your interest in organizing the 2021 International Conference on Functional Materials and Chemical Engineers. Submission of following form provide the template of submit bids for organizing ICFMCE 2021 Conference.

Please complete this proposal information sheet and contact with us through<committee.member@iased.org>.

**Section 1: Proposed Institution Information**

Date of Fulfilling:

Status of this Proposal: This is a Proposal (New/Revised)

Name:

Official Email Address:

City: Country:

Phone Number:

1. **Local Conference Chair/Lead:** The Local Conference Chair takes responsibility for leading the local organizing team and coordinating/communicating with the Conferences Committee, headquarters staff, conference program development volunteers, and other local sponsors leading the conference to successful completion. Please provide name, affiliation, email address and telephone of local chair.

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| --- | --- | --- | --- |
| Name | Affiliation | Email | Telephone |
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1. **Contact Information of Team Member:** Team members work with the Local Conference Champion are agree to be responsible colleagues. They are committed to putting in the effort needed to ensure success of the event. Please provide name, affiliation, and email address of each proposed Team Member.

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| Name | Affiliation | Email | Telephone |
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1. **Event Management Experience:** Please list recent conferences, workshops or other similar activities that have been hosted by the proposer.

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| Event Name | Event Date | Event Type | Partnering Organization | Number of Attendees | Further Information(website links, scale etc.) |
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**Section 2: Conference Planning**

\*Conference Venue and Date is not required information during the application process.

\*The final Venue and Date can be discussed and decided by both sides, but forehead suggestion is highly appreciated, please fulfill the following chart if there is any recommendation.

The symbol ‘ \* ’ means it’ s not a required information to fulfill, please keep it blank if there is no suggested one.

Conference Location (City & Country):

\*Conference Venue (on a university campus, at a nearby meeting facility, hotel, etc.);

 (If you have extra option, please list them also)

\*Conference Date (day/month/year):

 (If you have extra option of time planning, please list them also )

1. **\* Regional/International Accessibility:** Describe the distance between the proposed conference venue and the nearest airport? Train station? Describe any unique travel issues posed by this venue.

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1. **\* Conference Housing/Accommodations:** Please list the top 3-5 housing options for conference attendees (residence halls, hotels). For each, please list the approximate expenses of each housing options.

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1. **Conference Support Condition:** Describe the local resources that would be available to support development and execution of the conference.
	1. Does your institution have a dedicated department to support the hosting of events?

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* 1. Does your institution rely on student volunteers or temporary hired services to manage events?

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* 1. Does your institution have technology support when the attendees cannot attend the conference physically？

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1. **\*Unique Institutional Advantages:** Describe the unique features that could be integrated into the conference program if hosted at your institution. Please list any special institutional attributes, including: deep and accessible local business networks, community activities that could be integrated into the conference program such as lab, manufacturing visit, partnership factory tour, local industry partnership out of conference. etc

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**Statement of Understanding**

By signing this proposal information sheet, I acknowledge that this signature is only for application purpose, and all the information of proposed institution/organization need be authentic. Partners from two side are not bonded to take any obligations.

 Signature of Proposed Institution Date