



Hosting an Annual EFI Conference  
Application Form and Checklist

The annual EFI conference is organised by EFI in cooperation with a local organising committee hosting the conference. The local host and site of the conference is determined by the EFI Executive Committee. For that purpose informal applications should be submitted to the EFI Secretary after completion of the checklist for applicants given below.

<b>Application for the annual EFI Conference in year:</b>	
<b>Local Organiser [Chairperson(s)]:</b>	
<b>Institutional Address:</b>	
<input type="checkbox"/> It is intended to host the conference as individual person	<input type="checkbox"/> It is intended to host the conference <input type="checkbox"/> on behalf of: <input type="checkbox"/> in cooperation with:  (please attach a statement from this organisation, institution or society)

**In a separate document, please provide the following information:**

- Curriculum Vitae of the chairperson(s)
- Description of the cooperating organisation, institution or society
- Proposed dates for the conference
- Description of the proposed venue site for the conference (city and congress centre information, accessibility, accommodation, etc.)
- Local Organising Committee and choice of organising company (if applicable)
- Preliminary budget overview (contact the EFI meeting liaison) and overview on contractual arrangements to be made
- Preliminary suggestions for the Scientific Program, Teaching Sessions and
- Satellite Meetings / Cooperative Program Items

**Terms and conditions for applicants and hosts for the annual EFI conference:**

- I hereby acknowledge that all final decisions relevant to the hosting and organisation of the EFI conference rest with or can be overruled by the EFI Executive Committee.
- I hereby oblige to follow all relevant legal obligations there maybe.
- I hereby oblige to disclose to the EFI Executive Committee or to a person designated by the EFI Executive Committee all contractual arrangements prior to execution for approval, and to disclose financially relevant information in a timely fashion. Financial liability by EFI is only provided if these procedures are followed.
- Within six months after the conference, a financial statement covering the costs, revenues and tax relevant information concerning the conference must be presented to the EFI Treasurer for review and approval. EFI is entitled to receive all financial benefits of the conference unless agreed otherwise.

\_\_\_\_\_  
Date and Place

\_\_\_\_\_  
Signature

*Please send completed applications electronically to the EFI Secretary Mats Bengtsson (mats.bengtsson@igp.uu.se)*