**IACSIT Conference Application Form**

**Thanks for your interests to host an IACSIT Conference. In order to ensure the conference can proceed smoothly, please submit your application at least one year in advance.**

Please fill the following information for further understanding of each other:

|  |
| --- |
| 1. **Personal Status**
 |
| Name: |  |
| Organization or University: |  |
| Title/Position: |  | (i.e. Full Professor/ Associate Professor/ Assistant Professor/ Lecturer/ Ph. D Candidate/ Postgraduate/ etc.) |
| Membership (If any): |  | (i.e. IACSIT Fellow/Senior Member/Member ) |
| City: |  | State: |  |
| Country: |  | Post Code: |  |
| Telephone: |  | Fax: |  |
| Mobile: |  | Email: |  |
| Personal URL |  |
| 1. **IACSIT Conferences Applying, please fill:**
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| Which conference do you want to apply?<http://www.iacsit.org/conference.htm> |  | (please fill in the initial name, i.e. *ICECT2013* ) |
| When do you want this conference to be held? |  | (i. e. *26-27, June, 2013*, 26th is for reception, while 27th is for conference.) |
| Where do you want the conference to be held? | City: |  | State: |  |
| Country: |  |
| Conference Venue: | In College/ University： |  | *Very Acceptable* |
| In Hotel： |  | *Just Acceptable* |
| Can you get any Financial Support from your affiliation or other organizations? |  |
| Do you have any local and international experts’ resource, especially from abroad, that can review and comment on submissions, give opening remarks or keynotes? |  |
| Proposed General Chairman (If available)Title / Name / Affiliations |  |
| Proposed Program Chairman (If available)Title / Name / Affiliations |  |
| Proposed Technical Committees (If available)Title / Name / Affiliations |  |
| Proposed Other Committees (If available)Title / Name / Affiliations |  |
| Any local support that you can provide? |  |
| How many *participants* expected? |  |
| What are your advantages to make this conference successful? |  |
| Do you have any conferences experiences, please list some examples: |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| Instructions: |

**The responsibilities and Benefits**

**A. The responsibilities of the IACSIT:**

1. IACSIT will provide Web Design and Web Hosting.
2. IACSIT will provide Secretariat Support for all the authors before, during and after the conference.
3. IACSIT will be in charge of the advertisement of this event.
4. IACSIT will be responsible for the Collections of the Papers via Web, and arrange the review.
5. IACSIT will be responsible for the Publication of conference proceedings and distribution to all the participants.
6. IACSIT will be responsible for the including all the accepted papers into the IACSIT E-Library, and submit them for indexing.
7. IACSIT will provide all the participants: CD-ROM Proceedings, Books, Conference Bags, Notebooks, Pens, Other Documentation and secondary material etc...
8. IACSIT will be in charge of the finance of the conference, and will take care all the regular expense in organizing.

**B. the responsibilities of** **the** **Co-Organizer (CO)**

1. CO should have the responsibility to arrange the local committees, and undertake one or more position in the conference, such as, Conference Chair, Program Chair, Honorary Chair and etc...
2. CO should help in reviewing the papers according to the required standard and requirement and return in time.
3. CO should recommend appropriate conference venue with required equipments to IACSIT committees, or help in locating and contacting the local conference venue. Free or discounted venue in CO Campus is more preferred, and in this case, a certain amount of the saved budget can be used as the honorarium or scholar for the contacts, faculties or students.
4. The CO should help to arrange the coffee-breaks, lunch and Banquet, which can be paid by IACSIT. The free or discounted venue in CO Campus is more preferred, and in this case, the saved budget can be used as the honorarium or scholar for the contacts, faculties or students. If free, sponsored or discounted food available arranged or provided by CO, a certain amount of the saved budget can be used as the honorarium or scholar for the contacts, faculties or students.
5. The CO should invite some local VIP (Dean, Presidents or other renowned professors) to address a short welcome speech at the beginning of the conference.
6. The CO should arrange some volunteers (students or staffs) to help in the conference.

**C. Benefits of the CO**

1. No cost in organizing and can apply to establish the IACSIT Scholarship in the university.
2. Bring International participants to the university, and enhance the international influence of the university.
3. Involve and provide the communication opportunities to the local student and faculties in conference.
4. Recommend a certain number of papers to the conference for free.
5. Many possibilities created in collaboration and networking after the conference.
6. For the matters not involved, the both sides will solve them through further consultation.
7. For the matters not involved, the both sides will solve them through further consultation.
8. For the matters not involved, the both sides will solve them through further consultation.
9. For the matters not involved, the both sides will solve them through further consultation.

**Please submit your application to** **conference@iacsit.org**

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