



SPIE.

OSA[®]
The Optical Society

IEEE photonics
SOCIETY

Application to Host a Future ETOP Conference

Education & Training in Optics & Photonics (ETOP) is a bi-annual conference dedicated to optics and photonics education on an international, in-depth basis. In order to ensure world-wide coverage and participation, ICO, SPIE, OSA and IEEE welcome and encourage their affiliated bureaus, chapters and other interested organizations to host future ETOP conferences.

Please fill out this application to apply to host a future ETOP conference.
All applications are due to Curtis Burrill, Bonnie Petersen, and Lauren Mecum by April 15, 2019.

Date of submission

1. GENERAL

Contact person

Name (Required)

Affiliation

Address

Telephone

Fax

E-mail address (Required)

Conference/school web address

Proposed ETOP conference

Title

Date (2021/2023)

Location

Local organizing body

Append a tentative list of the organizing committee and co-located conferences

2. TOPICS

Proposed topic or focus of ETOP meeting

3. FREE CIRCULATION OF SCIENTISTS

Is the participation open? Yes No Explain any restrictions

Do the organizers adhere to ICSU principle of free movement of scientists and follow the “Advice to organizers of international scientific conferences”, issued by ICSU Standing Committee on Freedom in the Conduct of Science? Yes No

Describe measures the organizers have taken/will take concerning visas for the participants

4. FACILITY

Provide a description of the facilities available (meeting location, meeting rooms, posters, meals, accommodation of delegates and, if applicable, exhibition halls, laboratory course facilities, possibilities for social events, hotel location and prices, student accommodation).

5. BUDGET

Provide a preliminary budget, including information on registration fees, fares for various categories of accommodations; provide information about support for invited speakers

6. PROPOSED SCHEDULE

First announcement/call for papers	Final announcement/call
Abstracts deadline	Papers accepted
Program issued	Pre-registration deadline
Manuscript due date	Proceedings issued

7. NEED FOR THE EVENT

Explain briefly any additional needs for the event such as registration or payments

8. OTHER PARTICIPATING ORGANIZATIONS

List organizations that have been/will be requested to participate (Other than ICO/SPIE/OSA/IEEE)

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO

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