



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.

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 (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

Tasha Chicovsky
SPIE Liaison to ETOP
SPIE
1000 20th Street
Bellingham, WA 98225, USA
Tel. +1 360 685 5426
tashac@spie.org www.SPIE.org

Curtis Burrill, M.Ed,
Director
The Optical Society (OSA)
2010 Massachusetts Ave., NW
Washington, DC 20036 USA
Tel. 1 202 416 1915
cburrill@osa.org www.osa.org

Lauren A. Mecum
Community Outreach & Development
Manager
IEEE Photonics Society
445 Hoes Lane
Piscataway, NJ 08854 USA
Tel. 1 732 562 5482
L.Mecum@ieee.org www.ieee.org