

## WORKSHOPS AT IUGG 2019 – CALL FOR PROPOSALS

During the IUGG General Assembly 2019, there will be an opportunity for members of the scientific community to hold workshops, short courses and Town Hall meetings. We welcome your proposals for such meetings and encourage early submission to avoid scheduling conflict.

Please send your workshop proposal to [secretariatIUGG2019@jpd.com](mailto:secretariatIUGG2019@jpd.com) with the following information:

**Contact person information:**

First name \_\_\_\_\_ Last name \_\_\_\_\_

Affiliation \_\_\_\_\_

Email of primary contact person \_\_\_\_\_

**Category:**  Workshop  Town Hall  
 Short Course  Other (please specify) \_\_\_\_\_

**Title:** \_\_\_\_\_

**Description of event/activity (~250 words):**

**Is this activity sponsored?**

Yes\*

No

*\*If so, by which association/company, and what aspect are they sponsoring? (e.g. materials, speaker costs, food & beverage, etc.):* \_\_\_\_\_

**Duration of event/activity (e.g. X hours, ½-day, full-day, X days):** \_\_\_\_\_

**Preferred dates and times (please indicate a first, second & third choice)**

1st choice: \_\_\_\_\_ Date \_\_\_\_\_ Time of the day (morning, afternoon, evening, all day)  
2nd choice: \_\_\_\_\_ Date \_\_\_\_\_ Time of the day (morning, afternoon, evening, all day)  
3rd choice: \_\_\_\_\_ Date \_\_\_\_\_ Time of the day (morning, afternoon, evening, all day)

**Activity accessibility:**

to all  require registration/membership

**Will this have a registration fee?**

Yes\*  No

*\*If so, do you require assistance from the IUGG2019 organisers to implement this?*

Yes  No

**Number of people for activity:**

- **Expected number of people:** \_\_\_\_\_
  - Minimum to go ahead (if applicable; if not, please indicate "N/A"): \_\_\_\_\_
  - Maximum of people possible (if applicable; if not, please indicate "N/A"): \_\_\_\_\_

**Expected number of guest speakers, if applicable** - *(if names are already known, please provide the information):* \_\_\_\_\_

**Special equipment needs (if any):** \_\_\_\_\_

Conference rooms at the Palais will be equipped with:

- Standard audiovisual equipment i.e. computer and projector,
- Standard conference Wi-Fi.

*(special needs and food/beverage service are at the organiser's expense)*

**Preference:**

Conference room  
 Classroom (with desk space for participants)

**Submission deadline: March 1<sup>st</sup>, 2019**