

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 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: February 1st, 2019