

APPLICATION FORM FOR A SCIENTIFIC CONFERENCE IN 2017 WITH THE CONGRESSI STEFANO FRANSCINI

➔ **DEADLINE FOR SUBMISSION: JANUARY 15, 2016**

THIS APPLICATION FORM IS FOR SUBMITTING AN APPLICATION FOR AN INTERNATIONAL CONFERENCE. IF YOU WANT TO SUBMIT AN APPLICATION FOR A SUMMER SCHOOL OR A WORKSHOP, PLEASE CONTACT INFO@CSF.ETHZ.CH TO OBTAIN THE APPROPRIATE FORM.

This is an interactive form, please make sure that Java scripts are enabled on your computer.

Fields with light blue background and red borders are required, fields with light blue background but no red borders can be filled out.

1 GENERAL INFORMATION

MAIN APPLICANT <i>Title, Last Name, First Name</i>		
TITLE OF THE CONFERENCE <i>If an acronym is used, please place it after the title. Max. 100 key strokes</i>		
MAIN SCIENTIFIC DISCIPLINE	<i>Technical Sciences, Engineering</i> <i>Natural Sciences, Mathematics</i> <i>Biology</i>	<i>Medicine</i> <i>Economics</i> <i>Humanities and Social Sciences</i>
SPECIFIC DISCIPLINE		
ASSIGNED CSF-FUNDING	CHF	

ABSTRACT <i>It is intended to permit quick access to the subject, aims and significance of the conference. The CSF will use it to advertise your conference to the public of Ticino. Max. 2000 key strokes</i>	
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2 INFORMATION ABOUT THE APPLICANTS

MAIN APPLICANT <i>Title, Last Name, First Name</i>	
POSITION	
NATIONALITY	
SWISS SOCIAL SECURITY NO.	
PLACE OF WORK <i>(University, Institute, Postal address)</i>	
PHONE: DIRECT NUMBER	
PHONE: OFFICE NUMBER	
E-MAIL	

FIRST CO-APPLICANT <i>Title, Last Name, First Name</i>	
POSITION	
NATIONALITY	
SWISS SOCIAL SECURITY NO.	
PLACE OF WORK <i>(University, Institute, Postal address)</i>	
PHONE: DIRECT NUMBER	
PHONE: OFFICE NUMBER	
E-MAIL	

SECOND CO-APPLICANT <i>Title, Last Name, First Name</i>	
POSITION	
NATIONALITY	
SWISS SOCIAL SECURITY NO.	
PLACE OF WORK <i>(University, Institute, Postal address)</i>	
PHONE: DIRECT NUMBER	
PHONE: OFFICE NUMBER	
E-MAIL	

THIRD CO-APPLICANT <i>Title, Last Name, First Name</i>	
POSITION	
NATIONALITY	
SWISS SOCIAL SECURITY NO.	
PLACE OF WORK <i>(University, Institute, Postal address)</i>	
PHONE: DIRECT NUMBER	
PHONE: OFFICE NUMBER	
E-MAIL	

3 CURRICULUM VITAE AND LIST OF PUBLICATIONS

Please enclose and submit on separate sheets CV and list of most important publications (one page each) of all applicants.

4 INFORMATION ABOUT THE CONFERENCE

4.1 DESCRIPTION OF THE CONFERENCE AND PROGRAM

The description should communicate the subject, topics, objectives and significance of the conference and its organization. It should be comprehensible for reviewers from other research fields. For the description and program, **please use the provided word document called “Appendix_conference_17” in the information package** of this application.

The description of your conference should contain:

- General topic, its state of the art and international importance
- Key topics and focus of the conference
- Main objectives of the conference, and importance for scientific co-operation
- Expected scientific impact resulting from the conference
- Program, as detailed as possible: lectures, workshops, poster sessions, breaks etc.

4.2 SPEAKERS AND PARTICIPANTS

Please note that speakers and participants should come from national and international institutions that undertake relevant activities in the foreseen research field. It is expected that the percentage of women amongst the invited speakers reflects the situation in the conference main scientific discipline.

<p>SPEAKERS AND TOPICS <i>(preliminary list of invited speakers incl. their topic of presentation) Max. 2000 key strokes; in case your list will be longer, please enclose it on a separate sheet</i></p>	<p><i>Please indicate in the following sequence: Last Name, First Name, Gender, University, Topic</i></p>
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<p>EXPECTED PARTICIPANTS <i>(provenance, institution, research field) Max. 2000 key strokes</i></p>	
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4.3 PROMOTION OF THE CONFERENCE

PROMOTION OF THE CONFERENCE <i>(indicate how the conference will be promoted among the national and international scientific community)</i> <i>Max. 2000 key strokes</i>	
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4.4 PROCEEDINGS

The CSF may give a contribution to the printing costs of conference proceedings to be published after the conference. This contribution must be requested separately.

PROCEEDINGS <i>(are you planning to publish proceedings after the conference?)</i>	YES	NO
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4.5 PUBLIC EVENT

An event addressed to the public of the Canton Ticino is not compulsory. Should you wish to offer such an event, please contact a CSF representative who will help you in the organization and promotion.

PUBLIC EVENT <i>(indicate whether you would like to organize a public event)</i>	YES	NO
KIND OF EVENT		
PERSON OF CONTACT		

4.6 DURATION OF THE CONFERENCE

		COMMENT
DURATION OF THE CONFERENCE (IN DAYS) <i>(usually 3 to 5 days)</i>		If number of days \neq number of nights \rightarrow number of nights is determining in the following calculations
NUMBER OF NIGHTS AT THE HOTEL MV		
DAY OF ARRIVAL <i>(usually Sunday)</i>		
DAY OF DEPARTURE		

4.7 POSSIBLE DATES

Sunday → Friday – at least 3 ideal and 3 possible dates must be given

2017	Week	Ideal	Possible
05.02 – 10.02	6		
12.02 – 17.02	7		
19.02 – 24.02	8		
26.02 – 03.03	9		
05.03 – 10.03	10		
12.03 – 17.03	11		
19.03 – 24.03	12		
26.03 – 31.03 (available only until morning of Friday 31st)	13	Partly available	Partly available
02.04 – 07.04	14	Not available	Not available
09.04 – 14.04 (Good Friday 14.04.2015)	15	Not available	Not available
16.04 – 21.04 (Easter: 16.4.2015, Easter Monday: 17.4.2015)	16	Not available	Not available
23.04 – 28.04	17		
30.04 – 05.05 (01.05 Labour day)	18		
07.05 – 12.05	19		
14.05 – 19.05 (available only 14-17.05)	20	Partly available	Partly available
21.05 – 26.05 (25.05 Ascension)	21		
28.05 – 02.06	22		
04.06 – 09.06 (04.06 Whitsunday)	23		
11.06 – 16.06 (available only 13-16.6) (15.06 Corpus Christi)	24	Partly available	Partly available
18.06 – 23.06	25		
25.06 – 30.06	26	Not available	Not available
02.07 – 7.07	27		
09.07 – 14.07	28		
16.07 – 21.07	29		
23.07 – 28.07	30		
30.07 – 04.08 (01.08 Swiss National day)	31	Not available	Not available
06.08 – 11.08	32	Not available	Not available
13.08 – 18.08 (available only 13-17.8)	33	Partly available	Partly available
20.08 – 25.08	34		
27.08 – 01.09	35	Not available	Not available
03.09 – 08.09	36		
10.09 – 15.09	37		
17.09 – 22.09	38	Not available	Not available
24.09 – 29.09	39		
01.10 – 06.10	40		
08.10 – 13.10	41		
15.10 – 20.10	42		
22.10 – 27.10	43		
29.10 – 03.11	44		
05.11 – 10.11	45		
12.11 – 17.11	46		
19.11 – 24.11	47		
26.11 – 01.12	48		

5 FINANCIAL INFORMATION

The following form is meant to help you **estimate your conference budget**, i.e. main cost categories, such as:

- income from registration fees, sponsors money, funding from CSF
- expenses for invited speakers and other non-paying guests, expenses for excursion, conference dinner, etc.

Very important:

- The decision about the amount due for registration fees for the conference is **responsibility of the organizer**
- Expenses for invited speakers and other non-paying guests at Monte Verità will be charged to the organizer at their **actual cost** and are presently based on the price-list 2017 (<http://www.csf.ethz.ch/conferences/organizing/pricelist>). The Monte Verità Conference Centre reserves the right to modify the rates.
- CSF subsidy consists of a fixed amount of CHF 2'000 per conference day, up to a maximum of CHF 10'000 for a 5-days conference.
- The CSF will cover the costs of conference rooms (in their standard setting) at the congress center Monte Verità during the duration of the conference with a maximum amount of CHF 1'400 (incl. VAT) per conference day for all conference rooms.

This means:

- CHF 7'000 for a 5-days conference
- CHF 5'600 for a 4-days conference
- CHF 4'200 for a 3-days conference

Should you not need all conference rooms for the whole duration of the conference the difference between the above maximum amount and the effective costs of the used conference rooms will be added to your CSF Subsidy

- Hotel Monte Verità provides accommodation for up to 77 persons (27 double and 23 single rooms). In order to be sure that all your invited speakers and guests find accommodation at the Hotel MV we recommend reserving bedrooms for them at an early stage.
- **Accompanying Persons (APs):** Accompanying persons are expected to pay for full Board & Lodging. Should you as organizer decide to pay for them and should they desire to stay at the Hotel Monte Verità then:
 - The CSF will subsidize the Board & Lodging costs of APs invited by the organizer up to a maximum of 10% of total overnight stays at the Hotel Monte Verità.
 - The organizer will have to pay for full board & lodging. In your preliminary budget we suggest using a **flat rate of CHF 172.-** per day for full board & lodging at the Hotel Monte Verità.
- **Ticino-residents** are exempt from paying the registration fee to the conference.

5.1 INCOME

5.1.1 NUMBER OF PARTICIPANTS (P)

In order to obtain as accurate as possible an estimate of the conference budget we recommend using a **number of participants and invited speakers** as realistic as possible.

P	PARTICIPANTS	P
PTot	Total number of participants (<i>active participants, without accompanying persons</i>)	
P1	Number of non-paying active participants (<i>speakers, organizers, grant holders</i>)	
P2	Number of paying active participants	
P3	Number of non-paying accompanying persons (assumed staying at Monte Verità)	
P4	Number of paying accompanying persons	

5.1.2 RATES (R)

We recommend calculating an average daily price for board and lodging of CHF 172.- per non-paying guests (invited speakers, organizers, grant holders, accompanying persons) at Hotel Monte Verità.

R	RATES <i>(PER DAY AND PERSON BASED ON THE PRICE-LIST SEPTEMBER 2015- SUBJECT TO CHANGE)</i>	R
R1	Registration fee <i>(for the conference)</i>	
R2	Board & lodging at Hotel Monte Verità for non-paying guests (including non-paying accompanying persons) <i>(actual cost: Single CHF 182.-, Double CHF 167.-, Single in Double CHF 222.- incl. full board)</i>	

5.1.3 INCOME REGISTRATION FEES

INCOME	P2	R1	TOTAL
Registration fee per person ((P2) x R1)			

TOTAL INCOME (VAT INCL.)	
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5.2 EXPENSES

5.2.1 BOARD & LODGING

The calculation for board & lodging for invited speakers/other guests is based on an average of CHF 172.- (Hotel Monte Verità).

BOARD & LODGING <i>(incl. coffee breaks and beverages during meals)</i>	NIGHTS/DAYS	(P1+P3)	R2	TOTAL
Board & lodging per night per person <i>Hotel Monte Verità (N x (P1 + P3) x CHF 172)</i>				
TOTAL BOARD & LODGING EXPENSES				

5.2.2 CONFERENCE ROOMS

The CSF will cover the costs of conference rooms (in their standard setting) at the congress center Monte Verità during the duration of the conference with CHF 1'400 per conference day for all conference rooms. Should you not need all conference rooms for the whole duration of the conference the difference between the above maximum amount and the effective costs of the used conference rooms will be added to the CSF Subsidy.

CONFERENCE ROOMS <i>(technically fully equipped, rate per day)</i>	DAYS	R	TOTAL
Auditorium <i>(140 sq.m., 110 persons)</i>			
Balint Salon <i>(140 sq.m., 130 persons)</i>			
Seminar room Eranos <i>(50 sq.m., 30 persons)</i>			
Seminar room Pioda <i>(40 sq.m., 20 persons)</i>			
Meeting room Von der Heydt <i>(13 sq.m., 8 persons)</i>			
Meeting room Mandala <i>(16 sq.m., 8 persons)</i>			
All rooms			
TOTAL CONFERENCE ROOM RENTAL			

5.2.3 TRAVEL EXPENSES

The CSF can refund travel expenses of invited speakers on your behalf. Refunds will be on site, in cash and in CHF. Such speakers must stay at Monte Verità for a minimum of three nights to qualify for travel refunds. The total amount of travel refunds cannot exceed the maximum CSF Subsidy assigned to your conference.

TOTAL TRAVEL EXPENSES THE APPLICANT INTENDS TO COVER	
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5.2.4 OTHER EXPENSES

OTHER EXPENSES	R	P	TOTAL
Welcome drink (CHF 10.- p.P.)			
Excursion and social dinner (<i>average CHF 120.-</i>)			
TOTAL OTHER EXPENSES			

TOTAL EXPENSES (VAT INCL.)	
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5.3 THIRD PARTY FUNDING

No application may be submitted to the Swiss National Science Foundation (SNSF) or **any of its programs**, since the SNSF already supports the CSF. Else you may apply to the Swiss Academy of Science (SCNAT) and for travel grants for East European participants, to the SNSF SCOPES program (more information at <http://www.snf.ch>).

Sponsor 1		
Sponsor 2		
Sponsor 3		
TOTAL THIRD PARTY FUNDING <i>(Third party funding mentioned on public sites (e.g. Internet) is liable for VAT)</i>		

5.4 CONTRIBUTION FROM CSF

The CSF subsidy consists of a fixed amount of CHF 2'000 per conference day, up to a maximum of CHF 10'000 for a 5-days conference.

The CSF subsidy may be used **for travel and accommodation costs of speakers and participants** (provision of a copy of the flight/train tickets and receipts), i.e. international travel at the cheapest economy rate. Costs for secretarial work, salaries, general administration, etc. are not funded through the CSF.

The CSF subsidy will be released upon receiving a scientific report of the conference (see Terms & Conditions).

CSF SUBSIDY - FIXED AMOUNT (CHF 2'000 x (D))	
CSF SUBSIDY - VARIABLE AMOUNT (MAXIMUM SUBSIDY CONF. ROOMS – EFFECTIVE COST CONF. ROOMS)	
TOTAL ESTIMATED CSF SUBSIDY	

5.5 SUMMARY AND FINAL BALANCE

CSF's policy aims to a well balanced budget. The subsidy might be reduced in case of profit.

TOTAL INCOME	
TOTAL EXPENSES	
TOTAL THIRD PARTY FUNDING	
ESTIMATED CSF SUBSIDY	
FINAL BALANCE VAT INCL.	

6 SIGNATURES

I hereby confirm that all the details given in this application, including the enclosures, are correct and that I have read and accepted the Terms & Conditions of the Congressi Stefano Franscini.

MAIN APPLICANT <i>Title, Last Name, First Name</i>	
TITLE OF THE CONFERENCE	

Date and place	Original signature main applicant	Original signature first co-applicant

Deadline for submitting the application: **JANUARY 15, 2016.**

The application must be submitted through the CSF Online Platform on www.csf.ethz.ch through the User Name and PW assigned to the **Main Applicant**. In case of questions please contact a CSF representative (info@csf.ethz.ch, tel. 091 785 40 56)

The page with original signatures must be sent by regular mail to:

ETH Zurich
Congressi Stefano Franscini
Monte Verità
Via Collina 84
6612 Ascona

Only applications within the framework of a published call and with original signatures will be accepted. Incomplete applications are not eligible for funding and will be returned to the sender.

For the CSF (leave blank)

DOCUMENTS	ENCLOSED
Application form	
CV of all applicants <i>[1 page max. each, see Point 3]</i>	
List of most important publications of all applicants <i>[1 page max. each, see Point 3]</i>	
Appendix with information about the conference <i>[4 pages max., see Point 4]</i>	

Referee 1	
Referee 2	