

October 2017

Application for Funding and Hosting a Conference at the IAS

The Conference/Workshop Application Guidelines

Total Length: up to 10 pages. Please upload in one PDF.

The conference organizer accepts all the criteria and guidelines involved in the application process.

Part I: Cover Pages

Length: up to 2 pages

- a. Title:
 - A full title, limited to 120 characters (with spaces).
 - Specify the specific sub-discipline of the conference proposal.
- b. Organizer/s:
Name and Affiliation
- c. Dates of Conference:
 - Dates. If no dates have been set, please list option 1 (preferred option) and option 2 (alternative). It is possible to write “according to IAS availability”
 - Number of days
- d. Participants:
 - Total Number of participants
 - Number of participants from abroad
 - Number of participants from Israel
- e. Abstract:
An abstract of up to 250 words
- f. Keywords:
Provide 3-5 keywords that are relevant to the proposed topic (do not 1 keywords that appears in the title)
- g. Have you organized a conference in the past with the IAS? If yes, please specify the year and the name of the conference.

Part II. The Conference

Length: Approximately 1500 words (up to 3 pages, not including Bibliography/ References):

Please provide a description of the conference, the target audience (students, scholars, etc.), and the need for this type of conference. Also comment on the anticipated outcome and impact of the conference. Explain why this conference should be held at the IIAS. Please specify other conferences on this topic in Israel and abroad this year.

Part II. The Steering Committee (if applicable):

Length: up to 1 page

Please list the names and affiliation of the steering committee members

Part III. The Speakers

Length: up to 2 pages

Please provide a list of invited speakers from Israel and abroad summarized in a table:

Name	Affiliation	Confirmed participation

For each speaker listed provide 2-3 sentences on their relevance to the topic of the conference and key facts (special awards etc.)

Part IV: Conference Budget

Length: up to 2 pages

Please submit an estimated budget in a format of a list of items and their cost.

Item	Description	Estimated Cost

At the bottom of the table please write the total estimated cost.

Part V: Additional Sources of Funding

Please list additional sources of funding and the amount received (or expected) towards your conference.

Source Name	Amount	Confirmed (Yes/No)