



# International Federation for Medical and Biological Engineering

*Affiliated with the International Union for Physical and Engineering Sciences in Medicine*

## REGIONAL/INTERNATIONAL CONFERENCES APPLICATION FORM

This Application Form is a part of the Guidelines for Preparing of IFMBE Sponsored Regional Conferences. Before filling it, read carefully the Guidelines.

### 1. IFMBE involvement (circle the appropriate)

- a) sponsored conference
- b) co-sponsored conference (please, fill the Appendix I)
- c) cooperation (please, fill the Appendix II)
- d) endorsement (please, fill the Appendix III)

### 2. Conference Information

- a) Organizer(s) (society, group)

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- b) IFMBE affiliated society participating in organization

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- c) Name of the conference

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- d) Conference date(s)

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- e) Venue

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- f) URL

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- g) Contact person (name, address, phone, fax, email)

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h) Special interests of the conference (if necessary, enclose a list of topics)

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i) Number of participants (expected) \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Please, send this Application Form and the appropriate Appendix to IFMBE Secretary  
General:

Prof. Kang-Ping LIN  
Secretary-General, IFMBE

Distinguished Professor, Dept. of Electrical Engineering, CYCU  
Director, Technology Translation Center for Medical Devices, CYCU  
Chung-Yuan Christian University, 320, Taiwan  
Email: [ifmbe.sgooffice@gmail.com](mailto:ifmbe.sgooffice@gmail.com)

Copy email to: [webadmin@ifmbe.org](mailto:webadmin@ifmbe.org)



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## APPENDIX I. CO-SPONSORED CONFERENCES

Requests for the co-sponsorship must be received by the IFMBE no later than 12 months prior to the conference date.

### 1. Financial participation of the IFMBE (for co-sponsored conferences only)

- a) loan \_\_\_\_\_ (please, specify the amount)
- b) grant \_\_\_\_\_ (please, specify the amount)
- c) no loan/grant from IFMBE requested

Proposed date of money transfer to the organizers \_\_\_\_\_

*The IFMBE can offer either a loan or a grant:*

*Loan is intended for well-established conferences which are expected to be supported by the organizers from their budget and sponsorship (other than IFMBE), as a form of financial help at the beginning of the conference organization.*

*Grant, as a non-repayable form of help is to be offered primarily to the organizers of conferences in developing and in transitional countries which may be of less interest to sponsor. However, organizers need to make their own effort for industrial sponsorship. Therefore, if the conference proves to have a surplus, the grant must be repaid and the surplus shared with the Federation.*

Request for financial involvement of the Federation must be supported by:

- a) A list of conference officers
- b) Conference budget
- c) Statement from the organizers that they will prepare the conference proceedings according to the IFMBE Proceedings Guidelines and publish them within the IFMBE Proceedings Series.
- d) Statement that the Conference Organizers shall deliver 10 copies of Conference Proceedings to the IFMBE Secretary General Office no later than 30 days after the conference close.

## 2. Financial obligations of the Conference Organizers

- a) loan repayment (90 days after close). Add 10% of surplus.
- b) grant repayment (90 days after close). If there is surplus, repay the whole grant or a part of the grant if surplus is less than the grant amount. If surplus is greater than the grant amount, add 15% of remaining surplus

## 3. Technical services requested from the IFMBE

### 3.1 Publications

- a) Contracting printing and post-conference marketing of the Proceedings
- b) Internet registration of the authors and papers including dissemination and collection of reviews
- c) Contracting and printing of other conference publications

Please, specify what kind of publications you are planning to publish (enter the number, if applicable)

- a) Proceedings (printed) \_\_\_\_\_ copies
- b) CD Proceedings \_\_\_\_\_ copies
- c) Program \_\_\_\_\_ copies
- d) Abstract booklet \_\_\_\_\_ copies
- e) Web publication \_\_\_\_\_
- f) Other (please, specify) \_\_\_\_\_  
\_\_\_\_\_ copies

### 3.2 Publicity offered by the IFMBE

- a) Request to the INSPEC, ISI and other relevant scientific databases to cite the Proceedings
- b) Announcement and link from the IFMBE web site
- c) Announcement and publishing of reports in the IFMBE News\*
- d) Advertising on other IFMBE sponsored and co-sponsored conferences

\*Please note that the reports have to be prepared by the conference organizers themselves.

Responding to the Conference organizers' request, the IFMBE shall:

- 1) Prepare a Co-sponsorship contract with the organizers. This contract shall cover all financial and other business according to the IFMBE Regional Conferences Guidelines (see chapter 2.4 of the GUIDELINES)
- 2) Deliver the organizers all relevant data for the Proceedings (ISSN, Cover, Volume number, IFMBE Proceedings Guidelines, IFMBE logo, advice)
- 3) Take care of supplying relevant scientific databases with information and proceeding copies
- 4) Appoint a Liaison Officer
- 5) Appoint a representative in the Conference Budget Committee

Date \_\_\_\_\_ Signature \_\_\_\_\_



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## APPENDIX II. CONFERENCES IN COORGANISATION

Requests for the coorganization must be received by the IFMBE no later than 12 months prior to the conference date.

### 1. Technical services requested from the IFMBE

#### 1.1 Publications

- a) Contracting printing and post-conference marketing of the Proceedings within the IFMBE Proceedings Series
- b) Internet registration of the authors and papers including dissemination and collection of reviews
- c) Contracting and printing of other conference publications

Please, specify what kind of publications you are planning to publish (enter the number, if applicable)

- a) Proceedings (printed) \_\_\_\_\_ copies
- b) CD Proceedings \_\_\_\_\_ copies
- c) Program \_\_\_\_\_ copies
- d) Abstract booklet \_\_\_\_\_ copies
- e) Web publication \_\_\_\_\_
- f) Other (please, specify) \_\_\_\_\_  
\_\_\_\_\_ copies

#### 1.2 Publicity offered by the IFMBE

- a) Request to the INSPEC, ISI and other relevant scientific databases to cite the Proceedings
- b) Announcement and link from the IFMBE web site
- c) Announcement and publishing of reports in the IFMBE News\*
- d) Advertising on other IFMBE sponsored and co-sponsored conferences

\*Please note that the reports have to be prepared by the conference organizers themselves.

Responding to the Conference organizers' request, the IFMBE shall:

- 1) Prepare a contract on conference coorganization. This contract shall cover all financial and other business according to the IFMBE Regional Conferences Guidelines
- 2) Deliver the organisers all relevant data for the Proceedings (ISSN, Cover, Volume number, IFMBE Proceedings Guidelines, IFMBE logo, advice)
- 3) Take care of supplying relevant scientific databases with information and proceeding copies
- 4) Appoint a Liaison Officer

Conference Organizers shall deliver 5 copies of Conference Proceedings to the IFMBE Secretary General Office no later than 30 days after the conference closure.

Organizers of the conferences in cooperation with the IFMBE shall publish the IFMBE logo on all conference publications, printed or electronic, indicating:

“In cooperation with IFMBE”

Date \_\_\_\_\_ Signature \_\_\_\_\_



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## APPENDIX III. ENDORSED CONFERENCES

Requests for the endorsement must be received by the IFMBE President no later than 12 months prior to the conference date.

### 1. Publicity offered by the IFMBE

- a) Announcement and link from the IFMBE web site
- b) Announcement and publishing of reports in the IFMBE News\*

\*Please note that the reports have to be prepared by the conference organizers themselves.

Responding to the Conference organizers' request, the IFMBE shall:

- 1) Help in publicizing the conference
  - a. Help in soliciting financial support. A request for a support letter shall be sent by RCOs in writing.

Organizers of the IFMBE endorsed conferences shall publish the IFMBE logo on all conference publications, printed or electronic, indicating:

“Endorsed by IFMBE”

Conference organizers shall deliver 3 copies of Conference Proceedings to the IFMBE Secretary General Office no later than 30 days after the conference close.

Date \_\_\_\_\_ Signature \_\_\_\_\_