



## Psi-k Science Meeting Proposal Application Form for 2018 Events

This application form (one single document in WORD or PDF file) should be submitted online – by the deadline of Friday 13 October 2017 – to <https://www.dropbox.com/sh/f6h9v634hpnkuom/AACZc7R5IRD2SXnOJuHEeHgga?dl=0>

Please name your file as follows: Surname\_Event\_Date.doc/pdf

Example: Nieminen\_AaltoTrainingSchool\_April2018.doc

All questions below are mandatory – applications with missing sections will be returned to the primary contact for completion.

Event Title:

Primary contact name	
Primary contact email	
Location of meeting	
Dates of meeting	
Duration (in days to the nearest half)	
Expected number of participants	
Proposed budget (€s)	
Requested contribution from Psi-k (€s)	

1. Scientific summary (max. 1000 words) and Abstract (max 50-70 words)
2. Meeting Programme
3. Curriculum Vitae of Scientific Organiser including list of five most relevant publications during the last five years
4. Provisional list of proposed speakers/participants
5. Primary Psi-k working group that the event relates to – see [psi-k.net/groups/](http://psi-k.net/groups/)
  - in the case of cross-working group events please name the primary working group and then any related groups

- *applicants are required to contact the spokespersons of relevant working groups in advance of preparing a proposal to avoid duplication*
  - *if the event does not relate to any current working group, then applicants should instead contact the working groups review taskforce at [psik.wg.taskforce@gmail.com](mailto:psik.wg.taskforce@gmail.com)*
- 6. Detailed budget – please provide a detailed breakdown of your workshop budget and costs**
- *as a guide, requested Psi-k contributions are anticipated to be up to €30 per participant per day*
  - *please also indicate any additional sources of funding already secured or applied for (including date on which a decision is expected)*
- 7. How will your workshop materials be made available online after your event?**
- 8. If your event is a recurring event please provide an explanation of the motivation for the event.**
- *note that annually-recurring events will only be supported in exceptional circumstances*

**Funding awarded by Psi-k is provided on an 80% / 20% split. You will receive 80% of your funding ahead of your event and the remaining 20% after the event has finished and you have submitted the required reports:**

- **A report for the Psi-k front page magazine. This should include a short report, the programme, the abstracts of the presented papers, and the list of participants. You may optionally include photographs of the event.**
- **A completed finance report which should be emailed to Damian Jones**

**Further information about funding can be found here <http://psi-k.net/workshop-funding/>**