



INTERNATIONAL SOCIETY OF SUGAR CANE TECHNOLOGISTS
SECRETARIAT

APPLICATION TO HOST A WORKSHOP

FORM 3

Appendix C of the TPC Operations Manual
Updated February 2015

This is a Microsoft Word template. Please enter the responses into the spaces provided.

The completed form should be emailed to the Chair of the Technical Program Committee (with copies to the ISSCT General Secretary and the relevant ISSCT Commissioner and Chair of the Section Committee). The form must be received no later than 2 weeks before the start of the next ISSCT Congress. Applicants should note that additional "ISSCT Workshop Guidelines" are contained in Appendix B of the TPC Operations Manual and also on the ISSCT website.

1. DETAILS OF APPLICANT

Only sugar-related organisations with substantial resources will be suitable as hosts for workshops. Preference will generally be given to Affiliated Members (i.e. technical societies affiliated to ISSCT).

1.1 Name of Host Organisation

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1.2 Contact Details

Name:	
Title/Position:	
E-mail:	
Phone:	
Postal Address:	

1.3 Office Bearers

Please give names and positions of those who will actually organise the workshop.

Name	Position

1.4 Nature of the Organisation

Please summarise the sugar-related activities and functions of the organisation.

Functions and Activities:	
Other Relevant Information:	

1.5 ISSCT Workshop Guidelines

Have you read and taken note of the information available in the “ISSCT Workshop Guidelines” available on the ISSCT website?	Yes/No <i>Please delete one.</i>
Have you consulted with your national society?	Yes/No <i>Please delete one.</i>

2. PROPOSED ACTIVITIES

2.1 Proposed Topic for the Workshop

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2.2 Preliminary Discussion with ISSCT

Please provide details of preliminary discussions concerning this topic at ISSCT workshops and/or with the relevant Commissioner or Section Chair.

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2.3 Proposed Sub-topics

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2.4 Proposed Visits and/or Field Trips associated with the Workshop

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2.5 Proposed Country, City and Venue

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2.6 Proposed Dates

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3. NATIONAL POLICY IN RESPECT OF ENTRY OF REGISTERED MEMBERS

ISSCT recognises that the applicant may be unable to influence or alter Government policies in respect of entry to that country of all members who desire to attend the workshop. Please indicate:

3.1 Any known limitations to entry

3.2 Special visa requirements (if any)

4. RECOGNITION OF OBLIGATIONS

Workshop hosts must undertake to recognise that:

- (a) the Section Committee appointed by ISSCT has ultimate responsibility for organising the sub-topics and speakers for the workshop. This Committee will usually have a representative from the host organisation and will work closely with the hosts.
- (b) the hosts are responsible for local arrangements, such as:
 - safety and security of participants
 - arranging publicity
 - organising the venue
 - recommending and coordinating accommodation
 - assisting delegates on arrival and departure
 - organising field trips
 - seeking sponsors for some events
 - collecting ISSCT membership fees and sending them to the General Secretary
 - ensuring that guidelines for workshops are adhered to.
- (c) the workshop topic and venue cannot be changed without permission from the Chair of the Technical Program Committee of ISSCT.
- (d) ISSCT funding for the local organisation is limited to US\$1000.
- (e) the hosts are required to comply with the Workshop guidelines.

5. COST OF ATTENDANCE

5.1 Sponsorship

Please provide an indication of any sponsorship envisaged.

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5.2 Registration Fee

Please estimate the likely registration fee to be charged.

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1. SIGNATURE(S) ON BEHALF OF THE APPLICANT

Signature:	
Name:	
Position:	
Date:	

Please Note:

- (1) Applications to hold a workshop must be discussed with the relevant ISSCT Commissioner and should be discussed with the relevant national society prior to submission
- (2) Applications must be lodged with the Chair of the Technical Program Committee at least 2 weeks prior to each congress. Please:
 - Email a completed application form as soon as possible, and
 - Bring a second original copy to the congress and check with the Chair of the Technical Program Committee that the posted original has arrived.