APPLICATION TO THE UNIVERSITY OF SYDNEY CANCER RESEARCH NETWORK FOR CONFERENCE SUPPORT

Important notes

- You are not required to complete this form if your only request is for assistance to advertise a cancer-related conference. Please forward the conference details to the Cancer Research Network Office at cancer-research@med.usyd.edu.au.
- When completing this form, please refer to the *Guidelines for Conference Support document* for more information. Please direct all queries regarding conference support to the Cancer Research Network Office at cancer-research@med.usyd.edu.au or on (02) 9114 1943.
- Applicants are required to submit **one electronic copy of their application.** The electronic copy should be emailed to cancer-research@med.usyd.edu.au. You will receive receipt of your application.

Closing date

No deadline. Applications will be accepted on an ad-hoc basis.

1. CONFERENCE NAME, DATE AND LOCATION

2. WHO IS AUSPICING THE CONFERENCE? WHO IS UNDER-WRITING THE CONFERENCE (IF IT MAKES A LOSS)?

Please include details about the organisation(s)/groups(s) that are auspicing and under-writing the conference (if it makes a loss).

3. IMPACT

Brief summary (200 word maximum) of the expected **impact** of this conference. Please include details of the conference topic(s), objective(s), whether or not the conference is multi-disciplinary, and relevance to cancer research and cancer researchers at the University of Sydney.

4. CONTACT DETAILS OF APPLICANT

Surname	
First name	
Title	
Full Institutional Address	
Office Telephone	
Mobile Telephone	
Facsimile	
Email	
Appointment Held	

5. DETAILS OF CONFERENCE SUPPORT AND SPONSORSHIP

Please provide details of all support (confirmed and anticipated) from all other sources (including direct and "in-kind") for the conference. You are not required to complete Questions 5 and 7 if your request is for advertising assistance only.

Add additional rows to this table if required.

Please attach a draft budget for the conference including anticipated income (from sponsorship and registrations) and estimated expenditure as evidence of sufficient institutional resources, infrastructure, and demonstrated capacity to support the proposed conference.

6. DETAILS OF CONFERENCE SUPPORT REQUESTED

Please provide details of the support you are requesting from the Network (e.g. assistance with advertising, conference management advice, practical assistance, financial support).

7. BENEFITS TO THE NETWORK

Please provide details of the expected benefits to the Network (e.g. formal acknowledgement of support during a conference session, on the conference website and/or in the conference program; advance notice to Network members of the conference program; and/or discounted registration for Network members)

8. RELATIONSHIP WITH THE UNIVERSITY OF SYDNEY

Please describe your (the Applicant's) **relationship with** the University of Sydney (e.g. employee, employee of teaching hospital with a University of Sydney academic appointment, employee of research institute with a University of Sydney academic appointment)

9. SIGNATURE

I am a member of the University of Sydney Cancer Research Network and the Conference Organising Committee (or Program Committee) of the conference for which support is being requested.

I understand that any support provided will be negotiated with the Cancer Research Network Management Committee on a case-by-case basis.

Applicant   **DATE**

CHECKLIST OF ATTACHMENTS

☐ Draft budget for the conference including all anticipated income and expenses