

# IFIP Event Request Form Documentation

The online event request form is on the IFIP website at: <http://www.ifip.org/events/>

Pointing a web browser to this address shows the following screen which provides an overview of and a link to the event request form.



Clicking on 'Start Application' produces the first of a series of screens that need to be completed (detailed below). The requestor needs to complete either four or five input screens, depending on the type of event. Where appropriate, one of the screens is used to collect the financial information.

A user can also edit an unsubmitted or unsuccessful application form from this page by entering their password and pressing the 'Edit Form' button. N.B. Applications that have been submitted, but not yet decided upon, cannot be edited.

## Screen 1:

Screen 1 requests the contact details for the organiser (the person completing the form) and the contact person for the event, providing a checkbox option for cases where these are the same.

The screenshot shows the 'IFIP EVENT REQUEST FORM' interface. At the top, there is a header with the IFIP logo and the text 'International Federation for Information Processing'. Below the header, the title 'IFIP EVENT REQUEST FORM' is centered. A legend indicates that an asterisk (\*) denotes a required field. The form is divided into two main sections: 'CONTACT DETAILS' and 'Organiser Details (details of the person completing this form)'. The 'Organiser Details' section contains five input fields: 'Full Name' (required), 'Mailing Address', 'Email Address' (required), 'Phone' (required), and 'Fax'. Below this is the 'Contact Person for Event (details of the contact person for the event if the application is approved)' section, which starts with a checkbox labeled 'As above (the organiser will be the contact person for the event)'. This section also contains five input fields: 'Full Name' (required), 'Mailing Address', 'Email Address' (required), 'Phone' (required), and 'Fax'. A 'Next >' button is located at the bottom right of the form area. The footer of the page reads '© International Federation for Information Processing'.

Organiser Name, Organiser Email, Organiser Phone, Contact Name, Contact Email and Contact Phone are required fields and an error message displays if the user clicks 'Next' with any one or more of these fields not having been completed.

## Screen 2:

General information about the event is requested on screen 2, including the event name, venue and dates, and some key information relating to the type of event requested and the event category.

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### IFIP EVENT REQUEST FORM

If you close your browser without pressing 'Next' you will be able to resume completing your form using the password: krec1364

\* = Required

**GENERAL INFORMATION (for event registration)**

Request For (type of event): \*

IFIP Event  
  IFIP Joint Event  
  IFIP Supported Event  
  IFIP Sponsored Event  
 WCC  
  WITFOR  
  WCF

Official Name of the Event: \*

Acronym: \*

No. in Series (if applicable):

URL: \*

Venue of the Event: City: \* Country: Please select... \*

Dates for Event:

Start Date: Day: 26 Month: 09 Year: 2015

End Date: Day: 26 Month: 09 Year: 2015

Event Category: \*

Congress or Forum  
  Open Conference  
  Working Conference  
 Workshop  
  Seminar or Tutorial or Lecture  
  IFIP School

Attendance: \*

Open  
  Restricted

Expected Number of Participants: \*

Main Organizer (Institution): \*

Co-Sponsors:

Next >

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If the request is for an 'IFIP Event', 'IFIP Joint Event', 'WCC' or 'WCF' then the user will be asked to enter financial information (on screen 4). The event category affects the 'Sponsorship per participant per day' field in the financial information calculations (on screen 4):

- if the event type is 'WCC' or 'WCF', or if the event type is 'IFIP Event' or 'IFIP Joint Event' and the event category is a 'Congress or Forum' or 'Open Conference' then the sponsorship per participant per day will be 10 Euros
- if the event type is 'IFIP Event' or 'IFIP Joint Event' and the event category is 'Working Conference' or 'Workshop' then the sponsorship per participant per day will be 5 Euros
- if the event type is 'IFIP Event' or 'IFIP Joint Event' and the event category is 'IFIP School' then the sponsorship per participant per day will be 2 Euros.

The Request For (type of event), Official Name of the Event, Acronym, URL, Venue City and Country, Event Category, Attendance (Open/Restricted), Expected Number of Participants, and Main Organizer are required fields and an error message displays if the user clicks 'Next' with any one or more of these fields not having been completed. In addition the Expected Number of Participants must be entered as a whole number only or an error message will be displayed.

From this screen onwards a password will appear on the screen. The user is advised to keep a note of this as it will enable them to close the form and come back to it later if they are not able to complete it in one go.

Screen 3:


Event Specific Information needs to be entered on screen 3, which includes the IFIP Responsible Body and details of the program and organising committees, main and co-editors, papers and proceedings.

If the type of event requested is a WCC, WCF or WITFOR event, then the IFIP Responsible Body will automatically be set to 'IFIP Executive' as requests for these types of event should go directly to the Executive Committee. For other types of event the user is asked to select from a list of WGs, SIGs and TCs/SGs, they are advised to select a TC/SG only if no WG or SIG is involved with the event.

The IFIP Responsible Body, Program Committee Total Number of Members and Number Nominated by IFIP, Program Committee Chair Full Name and Email Address, Expected Number of Papers, Papers Solicited by, and Papers Selected as are required fields and an error message displays if the user clicks 'Next' with any one or more of these fields not having been completed. The Program Committee Total Number of Members and Number Nominated by IFIP, and the Expected Number of Papers must be entered as whole numbers only or an error message will be displayed.

Screen 4:

Screen 4 is the financial information input screen which is displayed only if triggered by the response to the 'Request For (type of event)' field on screen 2, as specified above.



## IFIP EVENT REQUEST FORM

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\* = Required

**FINANCIAL PLAN & REPORT FORM**

**PLEASE NOTE:**

- All data should be entered to the nearest whole number.
- All financial data should be entered in Euros.
- Some fields will automatically be calculated based on the data you enter into the input boxes.
- Complete the input boxes and press 'Calculate' to view the calculated data.
- An explanation of the calculated data will also appear at the bottom of the page.
- If you change the data in any of the input boxes, press 'Calculate' again to view the updated calculations.

**ACCOUNTING INFORMATION (to be filled-in in case of full/main sponsorship)**

Duration of event in days (rounded to next higher integer):

Expected number of full paying participants:

Sponsorship per participant per day:

**Fixed Income** (Exhibits, Contributions from Sponsors, Tutorials, etc.):

**Variable Income**

Registration fee per full paying participant:

Total Variable Income:

Total Income:

**Fixed Expenses** (personnel cost, flyers, room rental, tutorial speakers, etc.):

**Variable Expenses**

Proceedings, coffee, lunches, social events, etc. per participant:

Sponsorship fee to IFIP per participant:

Contingencies per participant:

Total Variable Expenses:

Total Expenses:

Surplus (or deficit):


Break even number of participants:

Sponsorship fee to IFIP:

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The user is asked to input the 'Duration of event in days (rounded to next higher integer)', 'Expected number of full paying participants', 'Fixed Income (Exhibits, Contributions from Sponsors, Tutorials etc)', 'Registration fee per full paying participant', 'Fixed Expenses (personnel cost, flyers, room rental, tutorial speakers, etc)' and the Variable Expenses for 'Proceedings, coffee, lunches, social events, etc per participant'. An example is shown below.



## IFIP EVENT REQUEST FORM

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If you close your browser without pressing "Next" you will be able to resume completing your form using the password: krec1364

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\* = Required ?

**FINANCIAL PLAN & REPORT FORM**

PLEASE NOTE:

- All data should be entered to the nearest whole number.
- All financial data should be entered in Euros.
- Some fields will automatically be calculated based on the data you enter into the input boxes.
- Complete the input boxes and press "Calculate" to view the calculated data.
- An explanation of the calculated data will also appear at the bottom of the page.
- If you change the data in any of the input boxes, press "Calculate" again to view the updated calculations.

**ACCOUNTING INFORMATION** (to be filled-in in case of full/main sponsorship)

Duration of event in days (rounded to next higher integer):  \*

Expected number of full paying participants:  \*

Sponsorship per participant per day:

**Fixed Income** (Exhibits, Contributions from Sponsors, Tutorials, etc.):  \*

**Variable Income**

Registration fee per full paying participant:  \*

Total Variable Income:

**Total Income:**

**Fixed Expenses** (personnel cost, flyers, room rental, tutorial speakers, etc.):  \*

**Variable Expenses**

Proceedings, coffee, lunches, social events, etc. per participant:  \*

Sponsorship fee to IFIP per participant:

Contingencies per participant:

Total Variable Expenses:

**Total Expenses:**


**Surplus (or deficit):**

Break even number of participants:

Sponsorship fee to IFIP:

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Based on this data, and the type of event and event category chosen on screen 2 (as specified above), the rest of the fields are automatically calculated when the user presses the 'Calculate' button (to see the calculated amounts) or moves on to the next screen. When the user presses the 'Calculate' button, an explanation of the calculated data will also appear at the bottom of the page. For example:



## IFIP EVENT REQUEST FORM

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If you close your browser without pressing 'Next' you will be able to resume completing your form using the password: krec1364

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\* = Required ?

**FINANCIAL PLAN & REPORT FORM**

**PLEASE NOTE:**

- All data should be entered to the nearest whole number.
- All financial data should be entered in Euros.
- Some fields will automatically be calculated based on the data you enter into the input boxes.
- Complete the input boxes and press 'Calculate' to view the calculated data.
- An explanation of the calculated data will also appear at the bottom of the page.
- If you change the data in any of the input boxes, press 'Calculate' again to view the updated calculations.

**ACCOUNTING INFORMATION (to be filled-in in case of full/main sponsorship)**

Duration of event in days (rounded to next higher integer):	5 *
Expected number of full paying participants:	200 *
Sponsorship per participant per day:	10
<b>Fixed Income</b> (Exhibits, Contributions from Sponsors, Tutorials, etc.):	8000 *
<b>Variable Income</b>	
Registration fee per full paying participant:	250 *
<i>Total Variable Income:</i>	50000
<b>Total Income:</b>	53000
<b>Fixed Expenses</b> (personnel cost, flyers, room rental, tutorial speakers, etc.):	5000 *
<b>Variable Expenses</b>	
Proceedings, coffee, lunches, social events, etc. per participant:	100 *
<i>Sponsorship fee to IFIP per participant:</i>	50
<i>Contingencies per participant:</i>	10
<i>Total Variable Expenses:</i>	32000
<b>Total Expenses:</b>	37000
<b>Surplus (or deficit):</b>	16000
<b>Break even number of participants:</b>	23
<b>Sponsorship fee to IFIP:</b>	10000

The total fixed income (3000) is less than the total fixed expenses (5000).  
 The variable income per participant (250) is greater than the variable expenses per participant (160).  
**To make a surplus it is necessary to have at least 23 participants.**

Calculate ?
Next >

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The data is calculated as follows:

- **Sponsorship per participant per day** is based on 'Event Category' selected (10, 5, 2 or 0).
- **Total Variable Income** is the 'Expected Participants' multiplied by the 'Registration Fee'.
- **Total Income** is the 'Fixed Income' plus the 'Total Variable Income'.
- **Sponsorship fee to IFIP per participant** is the 'Sponsorship per Participant per Day' multiplied by the 'Duration of the Event'.
- **Contingencies** is the variable expenses for 'Proceedings, coffee, lunches, social events, etc per participant' multiplied by 0.1.
- **Total Variable Expenses** is the sum of the variable expenses for 'Proceedings, coffee, lunches, social events, etc. per participant', 'Sponsorship fee to IFIP per participant', and 'Contingencies' multiplied by the 'Expected Participants'.
- **Total Expenses** is the 'Fixed Expenses' plus the 'Total Variable Expenses'.
- **Surplus (or deficit)** is the 'Total Income' minus the 'Total Expenses'.
- **Break even number of participants** is the 'Fixed Income' minus the 'Fixed Expenses', divided by the calculation of the 'Total Variable Expenses' minus the 'Registration Fee', with the output being rounded up to the next whole number.
- **Sponsorship fee to IFIP** is the 'Sponsorship fee to IFIP per Participant' multiplied by the 'Expected Participants'.

(All calculated fields are rounded to two decimal places, except the 'Break even number of participants' which is rounded up to the next whole number.)

Depending on the type of event and event category selected (on screen 2) an additional note may be displayed on this screen, informing the user that for 'WCC' and 'WCF' events an additional fixed fee will be payable, and for 'IFIP Events' or 'IFIP Joint Events' where the event category is 'Seminar or Tutorial or Lecture', additional fees may also be payable.

The on-screen explanation box explains to the user whether their event will make a surplus or deficit based on the figures they have entered, and indicates how to ensure it does not make a deficit.

All of the input fields are required fields and an error message displays if the user clicks 'Calculate' or 'Next' with any one or more of these fields not having been completed or having been completed with anything other than whole numbers. The character input limits for all fields have been set to reflect the maximum values that are likely to be input.



## Screen 5:

The Statement of Understanding, which must be agreed to in order to proceed, is displayed on screen 5, along with an area for any additional comments.

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### IFIP EVENT REQUEST FORM

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\* = Required

**STATEMENT OF UNDERSTANDING**

On behalf of the Main Organizer of this event I certify that this event form has been prepared to the best of my/our knowledge and is complete and accurate, with the latest available information at the time of its compilation. I agree to keep IFIP informed of any changes and to request additional approval if any significant modification should occur.

I agree to comply with IFIP policies and procedures as described in the document IFIP Event Approval Guidelines unless otherwise approved and confirmed in writing by IFIP. In particular, I agree to include the name and logo of IFIP in all announcements of the event. I also agree to submit to IFIP, within 6 months after the event, the Event Report Form and a set of all publications associated with the event.

I confirm that the program of the event will:

- conform to the statutory aims of IFIP;
- be designed for an international audience;
- be controlled by an international program committee of recognized professionals, and
- contain original contributions approved by the Program Committee.

I agree that the official language of the event will be English.

I confirm that the name of the event will not be registered or protected, as a trademark or otherwise, without written consent by IFIP.

I agree that any requested support from IFIP is contingent upon final approval of such support. The approval will be confirmed in writing by IFIP when the IFIP budget (for the year in which transfer of support from IFIP is requested) has been adopted. I agree to remit to IFIP a sponsorship fee per registered paying participant as specified in the Financial Plan & Report section of this form for this event and agreed with IFIP. I also agree to remit to IFIP any loan received by, and any surplus that has been agreed upon beforehand with IFIP.

I agree that any publication as a result of this event will be published under the copyright by IFIP.

I confirm that I understand and agree to the statements above. \*  
(You must agree to the statements above to proceed with this application.)

I hereby declare that I have the authority to make legal commitments for the organizing institution:

For:  (name and address of the organizing institution) \*

By:  (name and title of authorized representative) \*

Any additional comments or statements regarding this application:

Press the 'Next' button below to review your complete application before submitting it on the following page.

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Depending on the type of event selected (on screen 2) additional text may be displayed along with the standard statement of understanding for all events. This ensures that the user is aware that:

- if they have selected an 'IFIP Joint Event' the approval is dependent on a suitable Memorandum of Understanding being agreed (outside the online system)
- for an 'IFIP Sponsored Event' a sponsor contract will need to be agreed (outside the online system)
- for 'WCC', 'WCF' or 'WITFOR' events a formal agreement will also be required.

The Statement of Understanding Agreement, Name and Address of the Organising Institution that the form is being submitted For, and the Name and Address of the Authorised Representative that the form is being submitted By are required fields and an error message displays if the user clicks 'Next' with any one or more of these fields not having been completed.

### Review Screen:

After completing all screens the applicant is presented with a complete list of all the values input and is given the option of making any changes needed before submitting their completed form using the 'Submit and Print Request' button at the bottom of the screen.

The type of event, event category, and financial information cannot be changed on this screen, as this data could affect the type of information requested from the user. Buttons at the top of the screen are provided to enable users to go back to the relevant pages of the form and edit the information there, and then use the Next button to work through the screens to get back to this review screen.

This page is error checked based on the combined criteria from the earlier screens.

If a user is still unsure about any of the information they have entered, they can come back to submit the form later by making a note of the password shown on the screen, and closing their internet browser. They will then be able to come back to edit and submit their form later using the 'Edit Form' option available from the main event request page.



### Context-sensitive Help:

If the user requires any help whilst completing the form, they can click on the question mark icon at the top right of the screen, or next to particular questions. This will open a new window containing details relating to the question(s) on that particular section of the form, as shown below.



### Submission of the Completed Form:

When the 'Submit and Print Request' button is pressed, the event data is updated in the event database and a confirmation screen is displayed, including a printable version of the form. The print dialog box is automatically triggered to encourage the user to immediately print their completed form, sign it and post it to the address displayed. An additional 'Print' button is also provided at the bottom of the screen.



The screenshot shows a confirmation screen for the IFIP Event Request Form. At the top, there is a header with the IFIP logo and the text "International Federation for Information Processing". Below the header, the title "IFIP EVENT REQUEST FORM" is centered. A message states: "Your application for event approval has been uploaded to our database with event number 12475. The details are provided below." A small question mark icon is visible to the right of this message. Below the message, instructions are provided: "Please print and sign this form and post or fax it to: General Secretary (Events), International Federation for Information Processing, Hofstrasse 3, A-2361 Laxenburg, Austria (Fax: +43 2236 73616 9). You may also want to save a copy for your records." A red line of text follows: "An email has been sent to the appropriate IFIP officer requesting approval of your event. You should be notified of a decision within approximately two weeks." A horizontal line separates this section from the contact details. On the right side, below the line, it says "Event Number 12475". Under the heading "CONTACT DETAILS", the "Organiser Details:" are listed: "Full Name: John Smith" and "Mailing Address: The Big House, Smalltown, Lancashire, UK".

The system also automatically generates an email to the chair of the IFIP Responsible Body for this event, requesting their approval of the event and the event approval process continues until the requested event is fully approved or rejected. The requestor will be notified of a decision within approximately two weeks of submitting their request. If an application is rejected the applicant will be able to edit and resubmit their application using the password provided.