



**SPIE**



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## Application to Host a Future ETOP Conference

Education & Training in Optics & Photonics (ETOP) is a bi-annual conference dedicated to optics and photonics education on an international, in-depth basis. In order to ensure world-wide coverage and participation, ICO, SPIE, OSA and IEEE/LEOS welcome and encourage their affiliated bureaus, chapters and other interested organizations to host future ETOP conferences.

Please fill out this questionnaire to apply to host a future ETOP conference. All applications are due to the Long Range Planning Committee at the next ETOP Conference, approximately two years before the event.

### **1 – General**

Date of submission:

Title:

Dates:

Location:

Local Organizing Body:

Contact person:

Name (Required):

His/her address:

Telephone:

Fax:

E-Mail Address (Required):

Conference/school web address:

Append a tentative list of the Organizing Committee, mentioning industrial participation. If there is none, explain why. The final list will require approval by the ICO Bureau.

### **2 - Topics :**

For ICO General Meetings and ICO Regional Meetings, proposed title; for ICO Topical Meetings and ICO Schools, proposed Topic:

### **3 - Free Circulation of Scientists:**

Is the participation open?             Yes             No            Explain any restrictions:

Do the Organizers adhere to ICSU principle of free movement of scientists and follow the "Advice to organizers of international scientific conferences", issued by ICSU Standing Committee on Freedom in the Conduct of Science?  
 Yes             No

Describe measures the organizers have taken/will take concerning visas for the participants:

### **4 - Organization :**

This application questionnaire should in most cases be submitted by the host Territory's ICO Committee; if such is not the case, append evidence that the Event is supported by that Committee.

Include or append a description of the facilities available (meeting location, meeting rooms, posters, meals, accommodation of delegates and, if applicable, exhibition halls, laboratory course facilities, possibilities for social events, hotel location and prices, student accommodation).

Append a preliminary budget, including information on registration fees, fares for various categories of accommodations, desired ICO participation; provide information about support for invited speakers; repeat desired ICO participation below:

Is a grant requested?  
 Yes             No

If yes, amount: US\$:  
If yes, for what purpose?

Is a loan requested?  
 Yes             No

If yes, amount: US\$:  
If yes, for what purpose?

If yes, amount: US\$:  
If yes, for what purpose?

Is a participation in the risk requested?     Yes             No  
If yes, amount: US\$:

### **5 - Proposed time schedule :**

First announcement/call for papers:

Final announcement/call:

Abstracts deadline:

Papers accepted:

Program issued:

Pre-registration deadline:

Manuscript due date:

Proceedings issued:

**6 - Need for the event :**

For major ICO events other than the General Meeting, explain briefly the need for the event:

**7 - Other participating organizations :**

Other organizations whose participation has been/will be requested:

**Please return your completed application form to:**

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