

**APPLICATION FORM**

**FOR ORGANIZING AN ISPRS EVENT**

Date of Application:

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| --- | --- | --- |
| Title of the Event (Please give the abbreviation, if any, and the full title. Both will appear in the header of the proceedings according to the ISPRS naming convention): | | |
| Proposed Dates of Event: | Event Venue: | |
| Expect Number of Participants: | Event Website: | |
| Background of the Event | | |
| Themes of Event | | |
| Responsible ISPRS Body for Organisation (Name, ISPRS TC/WG, Address, Tel., E-mail)  Note: this is the person who will usually sign the publication contract with Copernicus (see below). | | |
| Name: | | Address: |
| Tel.:  Fax: | | E-mail: |
| Contact Person for Inquiries | | |
| Name: | Address: | |
| Tel.:  Fax: | E-mail: | |
| This application is for  □ an ISPRS event (ISPRS is the main event organiser)  □ an event to be co-sponsored by ISPRS  Main organiser:  Rationale for co-sponsorship: | | |
| ONLY for ISPRS Events  It is intended to use  □ Publication of proceedings (**MANDATORY**, if proceedings are being published)  Do you want to publish Annals (full paper double-blind review) or Archives (abstract review) or both?  (see Orange Book for details)  □ Annals □ Archives | | |
| Please read and follow the Guidelines for organising ISPRS events and ISPRS co-sponsored events (see Orange Book):  - Publication of the proceedings in the Archives and/or Annals series in only possible for ISPRS events.  - If it is intended to publish proceedings in the Archives/Annals, all manuscripts submitted to the event must be included in the proceedings. Publication of only a part of the submissions is not possible.  - For publication in the Archives/Annals the event organiser must contact Copernicus GmbH for the publication Service. This service includes transfer of papers in pdf-format and meta data on the ISPRS web pages in a consistent way. There is a flat rate per published paper. The ISPRS event organiser is responsible that all papers adhere to the ISPRS Guidelines for Authors.  - A separate agreement must be established between the organiser of each ISPRS event and Copernicus GmbH (info@copernicus.org).  - Except for rare cases such as an event organised by an ISPRS Committee, e.g. CIPA, organisation and publication of an event co-sponsored by ISPRS are not handled by Copernicus GmbH.  A summary report about the significant recommendations and conclusions of all ISPRS events must be prepared for publication and submitted to the Editor of *ISPRS eBulletin* no later than three months after the completion of the event.  Please help ISPRS Foundation in raising funds. A tick-off box should be put on the registration forms of this ISPRS event or ISPRS co-sponsored event for donations to The ISPRS Foundation (for sums of $10, $50, $200 or $500 or equivalent in local currency), with the statement.  *You are encouraged to support the benevolent activities provided by The ISPRS Foundation by ticking the appropriate box below:*  *I/We pledge a contribution of □$10, □$50, □$200, □$500 or $ , which will be paid in addition to the Registration Fees.* | | |
| Approval of TCP(s)  Signature :  Date: | | Approval of Secretary General  Signature:  Date: |
| *Once approved by ISPRS Secretary General, the event will be listed in ISPRS Calendar Webpage and ISPRS logo may be used formally for the event.* | | |

Please complete this *application form* and return to:

Jie JIANG

ISPRS Secretary General

isprs-sg@isprs.org