

Application form for ESNM Endorsed Event

I. Application Details

Please download first the document , then type or print in capital letters

Title of event

Event date(s)

Event website link (if applicable)

Venue address:

Name and address of organization responsible for the event:

Is the organization affiliated to ESNM? Yes No

Name of person to contact in relation to this application

Mobile Phone _____ **Fax** _____ **E-mail** _____

Name of person responsible for this event

Mobile Phone _____ **Fax** _____ **E-mail** _____

Short description of the event

(promotion text to be used when announcing the event in the ESNM newsletter/website)

Application form for ESNM Endorsed Event

Programme outline (please enclose preliminary programme to your application)

Number of expected participants: _____

Identify the committee(s), giving names and affiliations of individual members, involved in organizing this event

II. Application procedure

1. Completed applications must be submitted to the ESNM Office.
2. For endorsement of **educational events**: the application is submitted at least two weeks ahead of time including a full program (in English). Members of the ESNM Steering Committee have been involved in the program planning and active ESNM members are lecturing at the event.
3. For applications **UEG support** for common education events: the application is submitted at least two months ahead of the submission deadline including the program (in English). The event is in no competition with ESNM politics, members of the ESNM Steering Committee have been involved in the program planning and active ESNM members are lecturing at the event.
4. The programme will be reviewed by the ESNM Steering Committee and if approved, official ESNM endorsement will be provided.

Signed (individual responsible for the event)

Date

Send to ESNM Office via fax: +43 1 407 82 74 or email: info@esnm.eu