

“International Safe Communities Conference”

Form to be completed by presumptive organiser:

Write your text in this form and send back to:
moa.sundstrom@ki.se

1. Date and place of the Conference:
2. Suggestion on main theme of the conference.
3. Will the conference be in conjunction with a Safe Community designation?
Name of Community / communities:

Or Affiliate Safe Community Support Centre:
Name of Centre:
4. Estimated Conference fee:
Early Bird Fee:
Fee for students:
Date for Early Bird:
How many scholarships for low-income countries:
Full scholarships (travel economy class, Conference fee and free board and lodging)
Number of full scholarship:
Number of part scholarship:
5. Date for Abstract submission:
6. Hotel costs:
Different price categories:
Accommodation for students:
7. Conference dinner: included in the conference fee?
If separate, fee:
8. Committees
Name of participants in Local Organising Committee:
Name and position of Chair and Secretary:
9. Name and addresses on organisers:
10. Name and address on sponsors and main sponsor.
Attachment: Letter of support
Amount of sponsoring in EUR from respective sponsor:
What will the sponsoring include:

11. Conference Venue:

Include brochure of the venue:

For how many participants is the conference planned for:

How many parallel sessions:

12. For the upcoming International Safe Communities Conference:

How many participants will you send to: the upcoming

International Conference on Safe Communities

See: http://www.phs.ki.se/csp/who_conferences_en.htm

13. Include a well documented financial budget:

14. Include logistics:

1. Fixed costs:

Venue

Staging

Printing & Stationery

Administration & Staffing

National Organising Meeting

Public relations & marketing

Fellowships and scholarships

Meetings with Executive Committee

Exhibition

Management

Insurance

Conference budget shall include 2 people from WHO CC (travel, conference participation and hotel costs)

+ 20.000:- SEK in administrative costs.

2. Variable costs:

Catering

Social Events

Materials

Abstract book

Proceeding from the Conference

3. Income:

Sponsorship

Exhibits

Participants fee

Advertising

Government funding

15. International Organising Committee (IOC)

Name of Chairman: (shall be representative from a WHO Collaborating Centre or an Affiliate Safe Community Support Centre

http://www.phs.ki.se/csp/who_affiliate_centers_members_en.htm

