

Swiss Society of Latin American Studies

Conference Application form

**please fill in all mandatory fields. Optional fields are indicated as such.*

General Information

Main Applicant:

Title, name, first name:

Institution:

Address:

Telephone:

Email address:

Project Details

Title of the event (topic):

Scheduled date (can be tentative; must be between March-December of following year)

Number of days (optional):

Event location:

Short description (abstract):

Speakers (title, name, institution, country) (optional)

Expenditures

This refers to the **total** cost of the event, including your own contribution and the ASHSS contribution (maximum 50% of the total). Please make sure to over-budget slightly, as the ASHSS often cuts application amounts by 20-25%. Please indicate amounts in CHF. If some entries are not relevant, you can enter the amount 0 CHF.

Travel expenses of the speakers:

Accommodation costs of speakers:

Print material:

Catering:

Technology:

In-kind contributions by the member institution:

Other costs (optional)

Total expenses:

Revenue

This refers to your co-funding amounts, i.e. the funds you have already secured from other sources. These must amount to at least 50% of the forecasted expenses.

Conference fees (any entry fee you will charge):

Advertisement:

Own funds of the member institution:

Third-party funds:

Further revenue (please specify the source of revenue and the amount):

Total revenue:

Remarks (optional):

Total revenue (at least 50% of the total):

Cost Overview

Subsidy Application (please insert here the amount you would like to request from the ASHSS, maximum 50% of the total)

Remarks (optional)

Attachments (optional)

Concept (theme, programme) (optional)

Detailed budget (optional)

Financing plan (optional)

Enclosures (optional)

Remarks (optional)