**Proposal for IAS Sponsorship of Plenary/Invited Speakers of Activities**

**IAS – Form B**

**Aug 2018**

***Note: Please read the Guidelines on “IAS Sponsorship of Plenary/Invited Speakers of Activities” before completing this form.***

**Part A: To be completed and signed by the Activity Organizer**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity Organizer:  *(Name and Department)*  Activity Co-Organizer(s):  *(Name and Department)* |  | | |
| Title, date(s) and venue of the proposed activity: (1)(2) |  | | |
|  |
| Expected number of participants: |  | | |
| Name and home institution of the plenary/invited speaker(s) proposed for IAS sponsorship: (3) | (1) | | |
| (2) | | |
| Can the talk(s) to be given by the proposed plenary/invited speaker(s) at the activity be made open to the public? (4) *(Please check the appropriate boxes on the right.)* |  | Yes | No |
| Speaker (1) |  |  |
| Speaker (2) |  |  |
| Significance and expected impact of the activity on the IAS, HKUST and Hong Kong: |  | | |
| Remarks: |  | | |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part B: To be completed and signed by the Head of Department/Division of the Activity Organizer (5)**

I have read through the details as set out in Part A above and am supportive of this proposal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Remarks:*

1. *Activities are initiated by HKUST faculty members to help the IAS drive research and may take place in the form of standalone conferences/workshops/seminars/symposiums, etc.*
2. *Please attach print materials and/or provide the URL of the Website of the proposed activity if available.*
3. *Please attach a copy of the CV of the proposed plenary/invited speaker(s) and his/her/their confirmation of acceptance to participate in the proposed activity.*
4. *The IAS will arrange appropriate publicity if the talk(s) can be made open to the public.*
5. *In the case where the Activity Organizer is the Head of Department/Division, Dean’s approval is to be sought.*