****

**IUGA REGIONAL SYMPOSIUM PROPOSAL**

|  |  |
| --- | --- |
| **Local Host Organization:** |  |
| **Submitted by:** |  |
| **Email address(s):**\*please note the preferred contact address |  |
| **Telephone** (please include country code) **Landline and /or mobile:** |  |
| **Address:** |  |
| **Other Local Organizing Committee Members** *(Please include a CV for each member of the organizing committee. Use additional sheets if necessary to include all members of the organizing committee.)*  |
| **Name:** | **Email:** | **ROLE** | **IUGA Member** *Yes/No* |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
| **Local English-speaking contact who will be the main connection with the IUGA office** *(this may be a member of the local organizing committee or someone within the hospital/ organization)***:**  |
| **Name:** | **Email:** | **Level of English** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Proposed City, Country:** |  |
| **Proposed Dates of Meeting:** | **First choice:**  |  |
| **Second Choice:** |  |
| **Symposium category:** Please cross out as appropriate | **In-Person / Hybrid / Virtual** |
| **Estimated # of attendees:** |  |
| **Meeting Venue** *\*if applicable (If you have photographs or a website link for the venue, please include that with this form.)***:** |  |
| **Venue Address:** *\*if applicable* |  |
| **Venue Contact Name:** *\*if applicable* |  |
| **Venue Contact Email:** *\*if applicable* |  |
| **Venue Telephone** (with country code)**:** *\*if applicable* |  |
| **Financial Contact Name:** |  |
| **Would this regional symposium be delivered at a basic or advanced urogynecology level (or both)?** |  |
| **In addition to this proposal you will need to submit the following documents:*** **Budget (draft)**
	+ The budget draft should be presented using the budget template which is available on the Regional Symposium section of the IUGA website. Please be as thorough as you can with this first draft, including what you believe you can charge for registration fees.
* **Program (draft)**
	+ The program draft should include the topics that the local organizing committee believes would be the most useful for potential attendees. If it is possible to include the names of potential international, regional and local speakers, please do so, but it is not necessary to identify these speakers at the time of submitting the proposal.
 |

**Please submit this form to the IUGA Executive Office at** **office@IUGA.org**