



## Application to host the EPC Annual Congress

Please see the [guidance notes](#). At this stage, it is not necessary to go into detail about the theme of the Congress, budgets, registration costs, etc.

The suggested word counts do not need to be strictly followed: there is no need to write as much as suggested unless it is helpful to do so and, similarly, it is fine to exceed them.

PROPOSED YEAR OF HOSTING (please tick)	2020 [ ]	2021 [ ]	Either 2020 or 2021 [ ]
Name of host institution(s)			
Name, position and department of contact			
Contact details (email and telephone number)			
Proposed Congress Convenor: please give name and describe their credentials (100 words)			
Why would your institution be a suitable host? For example, you might describe your available facilities (and capacity), local attractions and activities that might be included in the Congress programme. (300 words)			

What support staff would you be able to provide for the preparation and smooth running of the Congress?	
What financial arrangements do you propose? (Please see the guidance for the standard terms and describe if you propose a different arrangement in any respect.)	
Do you intend to manage the bookings? (This can be managed by the EPC)	
Do you intend to manage the receipt of registration fees? (This can be managed by the EPC)	
Any other comments?	

Please email the completed proposal to Johnny Rich, Chief Executive, **no later than 19<sup>th</sup> June 2019**: [j.rich@epc.ac.uk](mailto:j.rich@epc.ac.uk)