

International Society of Biometeorology's Conference or Workshop Support form



Application Form

Applicants are advised to read the *Guidelines for Applicants (located at the end of this document)* containing details of the scheme, eligibility, and the selection process before completing this form.

A copy of this application form with all supporting documentation is be emailed to ISB's secretary: Michael Allen (mallen[at]towson.edu)

Section A – Member's details

Please provide the contact details of the ISB member applicant:

Title		First Name		Surname	
Organisation					
Mailing Address					
Email					
Length of ISB membership					

Section B. Personal Narrative

In a single letter, applications should outline:

- Personal contribution to the ISB and/or the field of biometeorology
- Applicability of Conference or Workshop to ISB's purpose
- Benefit of the Conference/workshop to the applicant
- The contribution of the applicant to ISB and/or biometeorology

Section C – Conference or Workshop Details

Conference or Workshop Name	
Date(s)	
Location	
Website	

Section C – Budgetary Justification and Amount Requested

- This should include estimated conference fees, flight information, accommodations, etc. ISB is unlikely to provide the full amount requested.
- Has the conference/workshop obtained support from any other source? If so, please provide the name of the organisation and where possible amounts below.
- You may attach up to three (3) A4 pages of other supporting if required.

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Guidelines for Applicants



Purpose

The International Society of Biometeorology provides support to Conferences and Workshops that meet the Society's purpose¹, promotes the Society, and provides a benefit to ISB and to the applicant/s. Applications will therefore need to demonstrate how the Conference or Workshop will address this.

Application Process

- Applications must be made on the official application form and include all supporting documentation.
- Applications should be compiled into **one file** and saved in either DOCx or PDF format using the naming convention LastName_Conference_or_Workshop_Name (e.g. Tromp_ICB2023)

Conditions of Support

- If the application is for attendance at a Conference or Workshop, a budget must be provided. See the application form for details. *It should be noted that ISB is unlikely to provide the full amount detailed in the budget. Therefore, it is also advisable to consider other sources of funding.*
- Successful applicants must acknowledge support of ISB in any publication or presentation and provide a report to the Executive Board within three (3) months of attending the Conference or Workshop which details the following:
 - the benefits to ISB and/or biometeorology,
 - the benefits to the applicant,
 - the benefits to partner or collaboration organisation/s if they have been involved,
 - the number of delegates and countries when be available, for personal attendance at a conference/workshop a Certificate of attendance and a copy of their abstract from the proceedings.
- The scientific narrative from the report may be reproduced in the Biometeorology Bulletin.
- ISB may use information for promotional purposes.

Notification of results

- The Selection Committee's decision is final and no correspondence will be entered into.
- Please allow at least 8 weeks for consideration of your proposal.

Award Eligibility and considerations (in no particular order)

- Support is open to any member in good standing² of the International Society of Biometeorology.
- The contribution of the applicant to ISB and/or biometeorology.
- The length of the applicant's ISB membership.
- The conference or workshop shows clear evidence of benefit to ISB and the partner or collaboration organisation/s if they have been involved.
- Whether the conference or workshop is national or international.
- Previous ISB support of the applicant in relation to their role within the Society.
- Preference will be made for applicants from under-represented regions.
- Students must obtain approval from their primary supervisor to submit an application. A separate, signed paragraph may be included.
- Awarded funds are subject to U.S. financial policies governing the organization. The ISB offers not financial guidance regarding these polices; individuals should consult a professional accountant, if necessary.

¹Is for the promotion of interdisciplinary collaboration of scientists concerned with the direct or indirect interaction between the atmosphere and all living organisms, and the development of the field of meteorology in relation to humans, other animals and plants.

² a member who has duly paid their dues in full and who has not been found to be in contravention of the Diversity and Inclusion Statement (or its named equivalent) and never done any harm to the scientific standing of the Society