

**Special Interest Group (SIG) Application**

|  |  |  |
| --- | --- | --- |
| 1 | **Name of proposed SIG** |  |
| 2 | **Short title for website** *(Maximum 40 characters including spaces)* |  |
| 3 | **Description of interest**  *(Maximum 750 words)* |  |
| 4 | **Summary**  *(200 words)* |  |
| 5 | **Aims**  *(no more than 3)* |  |
| 6 | **Proposed activity**  *(3 year plan)* |  |
| 7 | **Inaugural Chair**  *(provide email contact, telephone work number, institutional address)* |  |
| 8 | **Officers** (at least 4)  *(persons information as point 7, for each Officer)* | 1.  2.  3.  4.  Add further individuals where necessary |
| 9 | **Logo** **& Images**  *(not essential)* |  |
| 10 | Short case for Executive Committee to consider SIG for inclusion into EACH  (eg reasons for setting up the SIG,  potential recruitment to your SIG – who might be interested and how will you help identify them). |  |
| 11 | **Additional information to support application** (eg Key references, reports, past symposia or conference paper titles by members of SIG Chair and Officer, ie ‘SIG Committee’) |  |
| 12 | **Date of application**  *(DD-MM-YYYY)* |  |

Please email the completed form to [alison@each.international](mailto:alison@each.international)

You should expect an acknowledgement email within 48 hours and a decision within 1 month of application (see website for the application process).