



INTERNATIONAL SEMINAR SUPPORT SCHEME (ISSS) APPLICATION FORM

ISSS No. (Office Use only) _____

PLEASE NOTE

: IT IS IMPORTANT THAT YOU READ THE GUIDELINES TO SEE WHETHER YOU ARE ELIGIBLE TO APPLY PRIOR TO COMPLETING THIS FORM. ALL SECTIONS MUST BE COMPLETED.

- Applications must be received at least three months prior to date/s of the seminar. (Extra time required by conference organisers for the processing of visas and the payment of airfares and allowances will need to be taken into consideration when an application is lodged)
- A completed application form may be emailed to: iss@ausaid.gov.au
- A signed hard copy of the original application must then be forwarded to the address below
- Any additional information that cannot be scanned and e-mailed may also be forwarded by mail to the following address:

**The Coordinator
International Seminar Support Scheme
Office of the Director General, AusAID
GPO Box 887
CANBERRA ACT 2601
AUSTRALIA**

- All questions in the application form must be answered clearly. (By using the electronic application form available on the internet, you can insert additional rows if you require)
- Applications must be submitted by the seminar organiser(s) NOT BY INDIVIDUAL PARTICIPANTS
- Not more than one application per seminar can be lodged

1. SEMINAR DETAILS:

Title _____

Location _____

Date _____

2. EXPECTED NUMBER OF PARTICIPANTS:

(i.) Total participants at the seminar:

(ii.) Participants from developing countries at seminar:

3. DETAILS OF ORGANISER:

(a) NAME AND FULL ADDRESS OF SEMINAR ORGANISER and ORGANISATION

Telephone _____

Fax _____

E-mail _____

(b) NAME AND FULL ADDRESS OF THE PARTNER ORGANISATION: (Provide details only if seminar is being jointly organised)

Telephone _____

Fax _____

E-mail _____

4. DOES YOUR ORGANISATION RECEIVE FUNDING FROM AusAID?

No Yes A\$ _____

Nature of Support _____

5. OTHER SOURCES OF FUNDING:

Please state amounts of funding support pledged from other sources, including Australian Government Departments

Source	Amount

6. AIMS OF THE SEMINAR (please present succinctly)

7. WHAT OUTCOMES ARE EXPECTED FROM NOMINATED PARTICIPANTS ATTENDING THE SEMINAR OR CONFERENCE?

8. HOW WILL THE OUTCOMES BE ACHIEVED AND HOW WILL THEY BE MEASURED?

9. RELEVANCE OF SEMINAR TO DEVELOPING COUNTRIES – IDENTIFY SPECIFIC PRACTICAL BENEFITS THAT ARE EXPECTED.

10. DETAILS OF NOMINATED PARTICIPANTS:

1. Title and Name _____ Male/Female
Nationality, Organisation _____
Current Position _____
Reason for Selection _____

Role in Seminar _____

2. Title and Name _____ Male/Female
Nationality, Organisation _____
Current Position _____
Reason for Selection _____

Role in Seminar _____

3. Title and Name _____ Male/Female
 Nationality, Organisation _____
 Current Position _____
 Reason for Selection _____

Role in Seminar _____

4. Title and Name _____ Male/Female
 Nationality, Organisation _____
 Current Position _____
 Reason for Selection _____

Role in Seminar _____

11. SUPPORT SOUGHT:

[Please state estimated costs – in A\$ only. ISSS provides only for the cheapest available airfare and a modest living allowance – see guidelines and allowance sheet. Please note that all estimated costs provided in this question will be used to calculate the total amount of funding to be paid for all approved nominees. Please notify the ISSS Coordinator of any changes to these estimated costs as soon as possible.]

Name of Participant	Country	Gender	Airfares	Allowances		Total
				Living	Accommodation	

[Please insert additional rows as necessary with all the above information for all nominees]

DECLARATION:

I _____
(name, please print)

(position)

on behalf of the organising body* of the seminar (please print name of agency)

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- declare that to the best of my knowledge, the information contained in this application is true and correct, and if funds to support this meeting are approved, I undertake to abide by the conditions of the funding assistance specified in the guidelines and in the notice of acceptance of ISSS funds;
 - acknowledge that the ISSS is competitive and discretionary and that AusAID will not enter into correspondence about individual applications; and
 - agree that should funding assistance be provided, I will ensure acknowledgment of AusAID's contribution in the Chairperson's opening/closing remarks, and in all seminar related publications (including proceedings).

Signature: _____ Date: _____

* Where there are a number of agencies involved in the organisation of a seminar, the agency which is legally responsible for managing the funds (including the bank account) should sign the application.