

<b>Association name:</b>	
<b>Association acronym:</b>	

<b>Contact person:</b>	
<b>Last Name:</b>	
<b>First Name:</b>	
<b>Position in Association:</b>	
<b>Email:</b>	
<b>Telephone:</b>	

<b>About the Association:</b>	
<b>Association Website URL:</b>	
<b>Association General Email:</b>	
<b>Does the Association operate at a supranational level?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the Association legally registered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, in which country is the Association legally registered?	
<b>Is the Association a non-profit organisation?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the status of non-profit organisation, e.g. charity, association, NGO?	
If yes, attach proof of registration as a non-profit organisation (preferably in English)	Attached? <input type="checkbox"/>
<b>If the Association has a headquarter office, where is it located (city, country)?</b>	
<b>Does the Association have a permanent office in Europe?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, in which city and country?	
<b>Total number of permanent staff working in the Association (as equivalent FTE):</b>	
<b>Please submit the following material:</b>	
Organisational chart showing structure and staffing	Attached? <input type="checkbox"/>
Association governing document, e.g. articles of association, constitution or by-laws	Attached? <input type="checkbox"/>
Latest strategic plan ( <i>if the association does not have a strategic plan, please advise</i> )	Attached? <input type="checkbox"/>

About the Association <i>cont'd.</i> :	
Does the association have a trading/commercial entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes:</i>	
What is the name of the trading/commercial entity?	
Attach a copy of the by-laws of the trading/commercial entity (preferably in English)	Attached? <input type="checkbox"/>
Is the Association the sole owner of this trading/commercial entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the activities of the trading/commercial entity exclusively for the Association?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Association contract an association management company (AMC) to manage any of its activities (other than congress)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>NB: If the AMC does not directly provide any of these activities, but it contracts a third-party supplier for them, then this is considered as the AMC managing the activities.</i>	
<i>If yes, please explain the type of contract the association has with the AMC:</i>	
<i>If yes, please specify the activities for which the AMC is responsible:</i>	
Management	
Day-to-day administration of the association	<input type="checkbox"/>
Day-to-day accounts/book-keeping	<input type="checkbox"/>
Creation and management of budgets	<input type="checkbox"/>
Approving payments	<input type="checkbox"/>
Responsible for financial decision-making	<input type="checkbox"/>
Education	
Developing/creating educational programmes/events	<input type="checkbox"/>
Administration educational programmes/events	<input type="checkbox"/>
Membership management	
Responsible for increasing membership	<input type="checkbox"/>
Responsible for member engagement	<input type="checkbox"/>
Administration of member services	<input type="checkbox"/>

About the Association's main congress:	
<b>Main congress name &amp; website:</b>	
<b>Where does the main congress take place?</b>	<input type="checkbox"/> In Europe <input type="checkbox"/> Internationally
<b>Frequency of the main congress (e.g. annual, biennial):</b>	
<b>Does the Association have ownership of the congress?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If no, please explain:</i>	
<b>Is the Association the initiator of the congress?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If no, please explain:</i>	
<b>Total number of permanent staff working on congresses (as equivalent FTE):</b>	
<b>Number of registered participants at the last main congress:</b>	
<b>Does the Association contract a PCO/DMC for congress-related activities?</b> <i>NB: If the PCO/DMC does not directly provide any of these activities, but it contracts a third-party supplier for them, then this is considered as the PCO/DMC managing the activities.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please specify the activities for which the PCO/DMC is responsible:</i>	
Finances	
Day-to day accounts/book-keeping	<input type="checkbox"/>
Creation and management of budgets	<input type="checkbox"/>
Approving payments	<input type="checkbox"/>
Responsible for financial decision-making	<input type="checkbox"/>
Educational programme	
Development of congress programme	<input type="checkbox"/>
Speaker management	<input type="checkbox"/>
Sponsorship	
Defining sponsorship opportunities	<input type="checkbox"/>
Liaison with industry and other third parties	<input type="checkbox"/>
Contracting with sponsors	<input type="checkbox"/>
Implementation of logistics/arrangements for sponsor activities	<input type="checkbox"/>
Retains some or all sponsorship income	<input type="checkbox"/>

**About the Association's main congress *cont'd.*:**

<i>Please specify the activities for which the PCO/DMC is responsible (cont'd.):</i>	
Venue	
Selecting venues	<input type="checkbox"/>
Contracting with venues	<input type="checkbox"/>
Day-to-day interaction with venue and management of arrangements	<input type="checkbox"/>
Exhibition	
Exhibition marketing and sales	<input type="checkbox"/>
Contracting with exhibitors	<input type="checkbox"/>
Booth allocation / order placement	<input type="checkbox"/>
Exhibition logistics, including management of exhibition suppliers	<input type="checkbox"/>
Retains some or all exhibition income	<input type="checkbox"/>
Logistics / suppliers	
Vetting and selecting suppliers	<input type="checkbox"/>
Contracting with suppliers	<input type="checkbox"/>
Day-to-day interaction with suppliers and management of deliverables	<input type="checkbox"/>
Abstracts	
Provision of abstract submission system	<input type="checkbox"/>
Handling of abstract submissions & liaising with authors	<input type="checkbox"/>
Abstract review	<input type="checkbox"/>
Registration	
Management of registration pre-congress	<input type="checkbox"/>
Management of registration on-site/during congress	<input type="checkbox"/>
Retains some or all registration income	<input type="checkbox"/>
Accommodation	
Selection of accommodation providers	<input type="checkbox"/>
Contracting with accommodation providers	<input type="checkbox"/>
Accommodation booking and selling to delegates	<input type="checkbox"/>
Social events	
Selection of locations	<input type="checkbox"/>
Contracting with venues and suppliers	<input type="checkbox"/>
Logistics	<input type="checkbox"/>
Retains some or all income from social events	<input type="checkbox"/>
Other (please specify):	

**Your assessment of the Association's eligibility for membership:**

In your view, does your Association fulfil the requirements for membership of AC Forum now (full membership), or are you working towards it within the next three years (provisional membership)?

Now       Within 3 years

**Does your organisation commit to fully participate in AC Forum activities in Europe through AC Forum's educational offerings and General Assembly?**

Yes       No

**Additional comments, if any:**

**Checklist:**

Have you read the membership requirements and believe you fulfil them?

Yes       No

Have you provided the following documents?

Proof of registration as a non-profit organisation (preferably in English)

Yes       No

Organisational chart showing structure and staffing

Yes       No

Association governing document, e.g. articles of association, constitution or by-laws

Yes       No

Latest strategic plan (*if the association does not have a strategic plan, please advise*)

Yes       No

By-laws of the Association's commercial entity (preferably in English) (*if applicable*)

Yes       No

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Closing date for applications: 23 September 2022**

Please return to the AC Forum Secretariat ([secretariat@acforum.net](mailto:secretariat@acforum.net))

Additional Information:	
What is the Association's membership model (individual, federation, etc.):	
What is the current number of members of the Association?	
Does the Association have a Foundation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes:</i>	
What is the name of the foundation?	
If yes, attach a copy of the by-laws of the foundation (preferably in English)	Attached? <input type="checkbox"/>
Is the Association the sole owner of this foundation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the activities of the foundation exclusively for the Association?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Association have an official journal/journals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes:</i>	
What is/are the name(s) of the journal(s)?	
Name(s) of publisher(s):	
Is/are the journal(s) subscription-based or open access?	
Publication frequency (monthly, biannually, etc.):	
Does the Association have any other regular publications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide additional details (type of publication, frequency, audience, etc.):</i>	
Does the Association engage in or conduct its own research?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide details:</i>	

**Additional Information *cont'd.*:**

Does the Association engage in advocacy/campaigning?

Yes  No

*If yes, please provide details:*

Does the Association have a code of ethics?

Yes  No

How does the Association communicate with its members (mailing, newsletters, social media, member-only online forum, etc.)?

**Checklist**

**Please submit the following material:**

Copy of Foundation by-laws (*if applicable*)

Attached?

Last Association Annual Report

Attached?

**Closing date for applications: 23 September 2022**