

Association name:	
Association acronym:	

Contact person:	
Last Name:	
First Name:	
Position in Association:	
Email:	
Telephone:	

About the Association:	
Association Website URL:	
Association General Email:	
Does the Association operate at a supranational level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In which country(ies) is the Association legally registered?	
Is the Association a non-profit organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the status of non-profit organisation, e.g. charity, association, NGO?	
If the Association has a headquarter office, where is it located (city, country)?	
Does the Association have a permanent office in Europe?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, in which city and country?	
Total number of permanent staff working in the Association (as equivalent FTE):	
Total number of permanent staff working primarily on congresses (as equivalent FTE):	
Does the Association contract any individual to manage or work for any part of the Association who represents, or who has a financial or employment interest in, any third party in the associations, meetings or related industry that is not a member of AC Forum?	<input type="checkbox"/> Yes <input type="checkbox"/> No

About the Association *cont'd.*:

Does the association have a trading/commercial entity? Yes No

If yes:

What is the name of the trading/commercial entity?

Is the Association the sole owner of this trading/commercial entity? Yes No

Are the activities of the trading/commercial entity exclusively for the Association? Yes No

Does the Association contract a company, individual or organisation to manage any of its activities (other than congress)?

NB: If the company, individual or organisation does not directly provide any of these activities, but it does contract a third-party supplier for them, then this is considered as the company, individual or organisation managing the activities.

Yes No

If yes, please explain the type of contract the association has with the company, individual or organisation. In the case of a company or organisation, please also specify if it was established by the Association with the exclusive purpose to serve the aims and objectives of the Association according to its articles of association.

If yes, please specify the activities for which the company, individual or organisation is responsible:

Management

Day-to-day administration of the association

Day-to-day accounts/book-keeping

Creation and management of budgets

Approving payments

Responsible for financial decision-making

Education

Developing/creating educational programmes/events

Administration educational programmes/events

Membership management

Responsible for increasing membership

Responsible for member engagement

Administration of member services

About the Association's main congress:	
Main congress name & website:	
Where does the main congress take place?	<input type="checkbox"/> In Europe <input type="checkbox"/> Internationally
Frequency of the main congress (e.g. annual, biennial):	
Does the Association have ownership of the congress?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If no, please explain:</i>	
Is the Association the initiator of the congress?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If no, please explain:</i>	
Number of registered participants at the last main congress:	
Does the Association contract a company, individual or organisation for congress-related activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>NB: If the company, individual or organisation does not directly provide any of these activities, but it contracts a third-party supplier for them, then this is considered as the company, individual or organisation managing the activities.</i>	
<i>If yes, please explain the type of contract the association has with the company, individual or organisation. In the case of a company or organisation, please also specify if it was established by the Association with the exclusive purpose to serve the aims and objectives of the Association according to its articles of association.</i>	
<i>If yes, please specify the activities for which the company, individual or organisation 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"/>
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"/>

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

Please specify the activities for which the company, individual or organisation is responsible (cont'd.):

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"/>
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? Yes No

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

Please submit the following documents	Attached?
Association governing document, e.g. articles of association, constitution or statutes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of registration as a non-profit organisation (preferably in English)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organisational chart showing structure and staffing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Latest strategic plan <i>(if the association does not have a strategic plan, please advise)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Constitution of the Association's commercial entity (preferably in English) <i>(if applicable)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signed: _____

Date: _____

Print Name: _____

Closing date for applications: 1 September

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 governing document 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 governing document (*if applicable*)

Attached?

Last Association Annual Report

Attached?

Closing date for applications: 1 September