

**Association name & acronym:**

**Contact person:**

**Last Name:**

**First Name:**

**Position in Association:**

**Email:**

**Telephone:**

**About the association:**

**Association Website:**

**Association General Email:**

**Does the association operate at a supranational level?**

☐ Yes

☐ No

**Is the association a non-profit organisation?**

☐ Yes

☐ No

If yes, what is the status of non-profit organisation, e.g. charity, association, NGO?

**In which country(ies) is the association legally registered?**

**If the association has a headquarter office, where is it located (city, country)?**

**Total number of permanent staff working in the association (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, meeting, or related industry that is not a member of AC Forum?**

☐ Yes

☐ No

**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 the trading/commercial entity?

☐ Yes

☐ No

Are the activities of the trading/commercial entity exclusively for the association?

☐ Yes

☐ No

## About the association *cont'd.*:

**Does the association contract a company / organisation / individual to manage any of its activities (other than congress)?**

*NB: If the company / organisation / individual 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 / organisation / individual managing the activities.*

☐ Yes ☐ No

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

*If yes, please specify the activities over which the company / organisation / individual has control:*

### Management:

Day-to-day administration of the association

☐

Day-to-day accounts/book-keeping

☐

Creation and management of budgets

☐

Approval of payments

☐

Financial decision-making

☐

### Education:

Development/creation of educational programmes/events

☐

Administration of educational programmes/events

☐

### Membership management:

Increasing membership

☐

Member engagement

☐

Administration of member services

☐

Other (please specify):

## 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>Number of registered participants at the last main congress:</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>Total number of permanent staff working primarily on congresses (as equivalent FTE):</b>	
<b>Does the association contract a company / organisation / individual for congress-related activities?</b> <i>NB: If the company / organisation / individual does not directly provide the services, but it contracts a third-party to provide them, then this is considered as the company / organisation / individual managing the services.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, explain the type of contract the association has with the company / organisation / individual. In the case of a company or organisation, please also specify if it was established by the association with the exclusive purpose to serve its aims and objectives.</i>	
<i>If yes, please specify the congress-related activities over which the company / organisation / individual has control:</i>	
Finance:	
Day-to day accounts/book-keeping	<input type="checkbox"/>
Creation and management of budgets	<input type="checkbox"/>
Approval of payments	<input type="checkbox"/>
Financial decision-making	<input type="checkbox"/>
Educational programme:	
Development of congress programme	<input type="checkbox"/>
Speaker management	<input type="checkbox"/>
Venue:	
Selection of venue	<input type="checkbox"/>
Contracting with venue	<input type="checkbox"/>
Day-to-day interaction with venue and management of arrangements	<input type="checkbox"/>

## About the association's main congress *cont'd.*:

*If yes, please specify the activities over which the company / organisation / individual has control (cont'd.):*

### Sponsorship:

Defining sponsorship opportunities

☐

Liaison with industry and other third parties

☐

Contracting with sponsors

☐

Implementation of logistics/arrangements for sponsor activities

☐

Retention of some or all sponsorship income

☐

### Exhibition:

Exhibition marketing and sales

☐

Contracting with exhibitors

☐

Booth allocation / order placement

☐

Exhibition logistics, including management of exhibition suppliers

☐

Retention of some or all exhibition income

☐

### Logistics / suppliers:

Vetting and selection of suppliers

☐

Contracting with suppliers

☐

Day-to-day interaction with suppliers and management of deliverables

☐

### Abstracts:

Handling of abstract submissions & liaison with authors

☐

Abstract review

☐

### Registration:

Management of registration pre-congress

☐

Management of registration on-site/during congress

☐

Retention of some or all registration income

☐

Other (please specify):

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, attach a copy of the governing document of the foundation (preferably in English)</i>	
What is the name of the foundation?	
Is the association the sole owner of the 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):	
Subscription-based or open access?	
Publication frequency:	
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>	
Does the association engage in advocacy / campaigning?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide details:</i>	

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

☐ Yes

☐ No

**Accompanying Documents:**

Documents	Attached?
Association governing document, e.g. articles of association 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 the staffing structure	<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
Last Annual Report	<input type="checkbox"/> Yes <input type="checkbox"/> No
Constitution of the association's trading/commercial entity (preferably in English) ( <i>if applicable</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
Governing document of foundation ( <i>if applicable</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Additional comments, if any:**

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

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

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

**Closing date for applications: 1 September**