**Anaerobic Digestion Network: Workshop Application**

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| --- |
| **Applicant contact details** |
| Name\* |  |
| Position\* |  |
| Address |  |
| email |  |
| Telephone |  |
| Please confirm you are a member of the AD Network, Yes/No |  |
| Any other contact details |
|  |
| **Workshop Details** |
| Workshop Title\* |
|  |
| Workshop Venue\* |
|  |
| Purpose of Workshop\* |
|  |
| Further Details |
|  |
| How does this fit within the AD Network remit? |
|  |
| Proposed date (tbc)\* |  |
| Type of Workshop (e.g. Academic/Industry Workshop) |  |
| Maximum amount requested (e.g. £1500) |  |
| I confirm that I have read and accept the terms of the accompanying Guidance for Workshops. I will submit a 1 page publically available report and list of attendees alongside my invoice.  |
| Signed |  |
| Dated |  |

**\*These details may be used by the AD Network for publicity purposes.**

Please return in pdf format as an email attachment to: ADNet@soton.ac.uk

**Field guidance**

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| Required Field | Guidance | Maximum word limit/further clarification |
| Name | This should be the organiser of the event and the point of contact for the AD Network. | No limit |
| Position | Please state your position | No limit |
| Address | Please state your work address | No limit |
| email | Please state your email | No limit |
| Telephone | Please give your daytime number | No limit |
| Please confirm you are a member of the AD Network, Yes/No | Only network members may apply. Free membership is available from anaerobicdigestionnet.com or contact adnet@soton.ac.uk for details. | Yes/No |
| Any other contact details | Please use this space to list the contact details of any co-organisers or other useful contacts for the event. If this is a joint event with another sponsor (e.g. another NIBB), please give their details here. | No limit |
| Workshop Title | Please be as specific as possible.  | This will be the title under which all promotion/publicity will be headed. |
| Workshop Venue | This will be the venue where the event will take place. Room details may be finalised later but an indication of institution/city are required.  | No limit |
| Purpose of Workshop | What is the aim of the workshop? This text may be used to promote the event to members so please explain clearly and concisely what will be on offer and why the event is occurring. | Please keep this to one paragraph.  |
| Further Details | Please use this space to explain to the AD Network the context, purpose and extent of this event.For example: What is aim of the event? Why is it necessary? What do anticipate the outcomes/impacts to be? What is the format on the day? Is this an all-day event? Roughly how many people do you anticipate will attend? Will these be all academic or an industry mix? Please give as much detail as possible. | 1 page max.If further information/clarification is required, the Network managers will get in touch. |
| How does this fit within the AD Network remit? | This event must be within the remit of the AD Network to qualify for funding. “*Within the field of Anaerobic Digestion, the Network exists to foster cross disciplinary communities and ties between academic and industry. The Network addresses scientific and technical challenges in the development of anaerobic biotechnology, drawing on the expertise of leading academics underpinned by new tools and concepts.*” See the website for further information. | Please keep this to one short paragraph. |
| Proposed date (tbc) | We recognise that this may be subject to change. Please let us know if this is a fixed date or merely provisional at this stage.  | Be aware that an offer from the AD network to fund your event will be valid for a maximum of 1 year (or to November 2018 -whichever is first). If the event is delayed beyond this point you may have to re-apply.  |
| Type of Workshop (e.g. Academic/Industry Workshop) | Please see the Guidance for Workshops. | No limit |
| Maximum amount requested (e.g. £1500) | Please see the Guidance for Workshops.Whilst you may apply for the maximum amount available, we expect the final invoice to reflect the actual reported attendance.  | Please state the maximum you may wish to claim in pounds sterling, at 100% FEC, VAT incl. (FEC=full economic cost). If approved, this is the maximum amount that we will reimburse. Only relevant costs supported by full original receipts will be reimbursed. If costs exceed this limit the AD Network will not be held liable for more than the maximum agreed sum.  |
| Declaration and signature/date | I confirm that I have read and accept the terms of the accompanying Guidance for Workshops. I will submit a 1 page publically available report and list of attendees alongside my invoice. | Please could the organiser sign this to indicate agreement.  |