

**Conference Application Form**

Thank you for your interest in hosting the National Student Space Conference. Please complete this form and send as a **pdf** with any supporting documents to events@ukseds.org.

**Applications for the 2018 conference will close on the 5th May 2017.**

Past Conferences:

<http://ukseds.org/nssc2017/>

<http://ukseds.org/nssc2016/>

<http://ukseds.org/nssc2015/>

<http://ukseds.org/nssc2014/>

<http://ukseds.org/conference2013/>

A document with some general guidance on the conference along with a better explanation of the requirements can be found here:

<https://docs.google.com/document/d/1jrPuGBfEnNc1JXEapVUDVLF7KhWzHQLKPRcNlosD2yI/edit?usp=sharing>

If you have any queries about the events bidding process or the conference requirements please contact events@ukseds.org

# Branch Background Information

## Branch Name:

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## University:

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## Number of Members:

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## Current Projects Summary (for this academic year):

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## Current Events Summary (for this academic year):

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## Why should we choose your branch to host the conference?

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# Contact Details

## Name:

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## Email:

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## Phone:

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## Position:

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# Full Proposal Details:

## Facilities:

Please describe the facilities (both physical and other, eg internet access for non-students) available for the event, please include measurements of rooms, access routes and room capacities. Photos and floorplans appreciated.

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| (Please give full venue address in this section) |

## Budget:

Please provide a breakdown of venue costs expected for the event (especially room hire and portering costs). Actual quotes will stand you in better stead for selection than estimates (we need to see proof they are an actual quote). For the conference we expect venue hire costs and portering to be less than £1000 - generally these can be booked free through the Union.

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Please provide a breakdown of catering costs expected for the event (for a buffet style lunch and tea/coffee provisions). Menus available from your college caterers appreciated. A breakdown of per person, per item costs is best.

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## Transport:

Please describe in details the transport facilities in the area around the proposed location. This includes local public transport and major transport routes in (stations & airports), approximate times to and from stations to venue are appreciated.

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## Social:

Please provide a description and estimated cost of multiple local venues that could be suitable for the Saturday night social. Photos appreciated. The social sees around 100-150 delegates and doesn’t need to be formal (in 2017 we booked out a pie shop).

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