Application Package for ISIF Event Sponsorship

Introduction

The International Society of Information Fusion (ISIF) provides financial and other support for externally organized events, generally described as workshops or small conferences, which fall within the vision and mission of ISIF. This support is at the discretion of the ISIF board.

The supported event must be scientific or technical in nature and organized on a non-profit basis. It must be open to participation by all ISIF members. The call for papers, program and proceedings of the event must also be available to all ISIF members.

Requests for support can be made by an ISIF member submitting a completed copy of the attached application through a member of the ISIF board. In the application the requestor must identify the level of support requested and the specific purpose for which the funds will be used. Preference will be given to activities that encourage the involvement of students and other new researchers in the field. Past support should not be seen as a precedent for future support. If approved, 65% of the financial support will be made available no less than two months in advance of the scheduled date of the event and the remainder provided when the final report is received by the board. In additional to financial support, ISIF will also announce the event to its members via email and a hyperlink on the ISIF website. Details of the event and any changes or announcements must be provided by the requestor to the ISIF VP Communications for this purpose.

In consideration of this support the requestor agrees to the following conditions:

1. ISIF will be listed as a sponsor of the event.
2. The ISIF logo, as provided by the ISIF VP Communications, will be included on printed and electronic event materials including the cover of the event program.
3. The conference website will include the ISIF logo and a hyperlink to the ISIF website at http://www.isif.org.
4. Oral acknowledgment of ISIF support will be made at the opening and closing ceremonies.
5. Acknowledgement of ISIF support will be made in conjunction with the sponsored activity, e.g. the awarding of a student travel grant or a best student paper prize. If the

specified activity is an award, the award committee must include at least two ISIF members.

6. Promote the ISIF journal, Journal of Advances in Information Fusion (JAIF), and encourage the participants to submit an extended version of their work to JAIF.
7. Write a report of the event and submit it for publication in the ISIF magazine, Perspectives on Information Fusion (Perspectives) within three months of the event. The *Reporting Instructions - Event Report in Perspectives Magazine* provides guidance on the style and content of the event report. This is a contractual obligation. Failure to meet this condition will affect eligibility for future funding and may invoke other penalties.
8. Provide a final report to the ISIF board within four months of the event to acknowledge that the event took place and that the above conditions have been met. The *Reporting Instructions - Final Report to the ISIF Board* provides guidance on the content of the final report.

If the event is rescheduled or cancelled, ISIF must be notified immediately of the change. If the event is cancelled any monies advanced by ISIF must be entirely refunded to the ISIF treasurer within three months. The individual making the request for ISIF support is responsible for meeting these conditions.

No more than five events will be supported per year at a maximum amount of USD 3000 per event.

Application for ISIF Event Sponsorship

The purpose of this application is to provide essential information about your event. A single sentence should be sufficient for each question.

1. What is the name of the event?
2. When will the event be held?
3. Where will the event be held?
4. Who, or what group, is organizing this workshop? Please expand any acronyms.
   a. What is the focus (purpose, motivation) of the organizing group?
5. Which of the organizers are ISIF members?
6. Who is the point of contact for this event? Please provide their contact information.
7. Who is the person making this request? Please provide your contact information, including name, telephone number, email and postal addresses.

8. From an information fusion perspective, what is the purpose of the workshop?
9. How many people are expected to attend?
10. Who is the target audience? (For example: working scientists and academics in the field of medical imaging).
11. What levels and/or types of information fusion is this workshop focussing on? (Some examples: information fusion in general, target tracking, belief functions, PHD filters, information fusion for maritime situational awareness, image fusion for medical applications)
12. Is this event open to participation by all members of ISIF? If not, please state why not.

13. Has this event been held before? If so, when and where?
14. Has this event previously received support from ISIF? If so, please answer the following:
    a. What was the form of support?
    b. What was the amount of support?
    c. What was the support used for?
    d. Was a report submitted to the ISIF board following the event? If so, please attach a copy of that report.

15. Please attach a copy of the announcement for this event. If there is a publicly accessible website, please provide a link to the site.
16. Please attach a copy of the Call for Papers (CfP) for this event. If a CfP is not available, a copy from the previous event may be submitted instead.

17. What kind and amount of support are you requesting?
18. What would the support be used for?

Reporting Instructions - Event Report in Perspectives Magazine

The individual making the request for ISIF support is responsible for submitting a report on the event to ISIF's Perspectives on Information Fusion magazine (Perspectives). This Event Report is both a technical and social summary of the event that took place and an advertisement for your next event. The purpose of this checklist is to indicate the kind and amount of information to include in your report. It is not intended solely for use as a questionnaire as the report should be an independent document in prose form. Information about Perspectives magazine can be found under Publications on the ISIF website at http://www.isif.org. This report must be submitted within three months of the event.

1. What was the name of the event?
2. When was it held?
3. Where was it held?
4. How many people participated?
5. Was there a concurrent or adjacent event that influenced the timing or location of the event?
6. Who or what group organized this workshop? What is the focus (motivation, driver) of that group?

7. From an information fusion perspective, what was the purpose of the event?
8. What levels and/or types of information fusion was this event focussing on? (Some examples: information fusion in general, target tracking, belief functions, PHD filters, information fusion for maritime situational awareness)
9. Who was the target audience? Who do you think would be interested in participating? (Some examples: working scientists and academics in the field of medical imaging.)
10. What was the history of this event? Had it been run before? If so, how often and how frequently?
11. What made this event unique?

12. What was the format of the event? Were there multiple, concurrent sessions or did everyone stay in the same group?
13. Were there keynote or invited speakers? Who were they and what did they speak about? (two or three lines per speaker)
14. Was there a panel discussion? Who was on the panel and what was the discussion about? (two or three lines)
15. Was there a best paper award? What was the award? Who won the award? What was their paper about? (one or two lines)
16. Was there a social event, such as a dinner, concert or tour, in conjunction with this event?
17. Acknowledge ISIF's support for the event and identify what the support was used for.

18. Include some pictures of the event. Two pictures is suggested, a few more is okay as well.

19. Do you plan to hold this event again? If so, when and where?
20. Where can the proceedings be found?
21. Is there a website link for more information?

Reporting Instructions - Final Report to the ISIF Board

The individual making the request for ISIF support is responsible for submitting a final report on the event to the ISIF board. The report must include the following items. You may choose to add additional information.

1. A detailed financial statement of the amount of monies received from ISIF and how it was expended.
2. A copy of the Perspectives article about your workshop.
3. A copy of the acceptance notification from Perspectives magazine.
4. A copy of the advertisement for your event.
5. A copy of the call for papers.
6. A copy of the event program.
7. An electronic copy of the proceedings of the event.
8. A list of the first and last names, email addresses and postal addresses of the event participants.

All of these items must be submitted to the board within four months of the event in order to receive the final 35% of the financial support.