Standards Council of Canada

Application to Host an International Meeting in Canada

# General information

The Standards Council of Canada (SCC) is responsible for approving all requests to host international standardization meetings in Canada. SCC requires requestors to provide detailed information in the application to ensure that there are sufficient resources to successfully host an international standardization meeting.

The SCC does not provide any financial resources to host any technical meetings in Canada. For governance meetings, SCC, on a case-by-case basis shall determine financial support. A mirror committee may use their own MC funds if available as long as the MC has agreed to use MC funds to host.

# Process

1. Complete this form and send it, along with supporting documentation to your SCC Project/Program Manager. Required documentation includes:
* Draft budget to support proposed expenditures.
* In the case of external contributions/sponsorships, a letter of commitment from each organization(s) detailing their support (i.e., amount of money, in-kind services, meeting space)
* Logistical information for dissemination for attendees (using SCCs Meeting Information package template).
* Draft venue contracts/estimates (includes all drafts and following approval of application, signed contracts)
* If MC funds are being used, provide supporting evidence from MC (ex. provide link on MC workspace)
1. Applicants should be prepared to provide additional information if required.
2. Where the MC has provided funds to host a meeting, SCC shall reimburse the MC member following conclusion of the meeting. Payment shall only be made upon presentation of documentation describing the expenses incurred and providing proof of payment. SCC shall not pay vendor or vendor contracts.

Host organizing committee chair

|  |  |
| --- | --- |
| **Name of chair** | Click here to enter text. |
| **Chair email address** | Click here to enter text. |
| **Chair telephone number** | Click here to enter text. |

| **Host organizing committee members***Please list all members of the host organizing committee.* |
| --- |
| **Name** | **Email address** | **Telephone number** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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# Proposed Venue

|  |  |
| --- | --- |
| **Venue name** | Click here to enter text. |
| **Venue address** | Click here to enter text. |
| **Venue capacity** | Click here to enter text. |
| **Expected number of attendees** | Click here to enter text. |
| **Does the venue require contract(s)?**  | Click here to enter text. |

# Meeting information

|  |  |
| --- | --- |
| **Proposed start date** | Click here to enter text. |
| **Proposed end date** | Click here to enter text. |

|  |
| --- |
| **Committees holding meetings***List the committee(s)/working group(s), that will hold meetings in connection with this event.* |
| Click here to enter text.  |

# Sponsorship

| **Sponsorship amounts***Please provide the names of the sponsor(s) (including mirror committee funds if applicable) and the amount of funding support. Letters of commitment or draft venue contracts/estimates are required for each source and should be provided to SCC at the time of application. SCC recommends including an additional 10% for unforeseen expenses.* |
| --- |
| **Sponsor name** | **Sponsorship amount** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Total | Click here to enter text. |

# Budget

| **Sponsorship amounts***Please provide written estimates for all parts of the budget where services will be provided in kind, the amount shown may be $0, however, written confirmation is still required. Outline your expenses as applicable below:*  |
| --- |
| **Expense** | **Amount**  | **Paid by SCC MCs** |
| Registration | Click here to enter text. | Click here to enter text. |
| Welcome packages | Click here to enter text. | Click here to enter text. |
| Meeting rooms/venue contract | Click here to enter text. | Click here to enter text. |
| Signage | Click here to enter text. | Click here to enter text. |
| Audiovisual/office equipment | Click here to enter text. | Click here to enter text. |
| Business centre | Click here to enter text. | Click here to enter text. |
| Interpretive services | Click here to enter text. | Click here to enter text. |
| Lunch | Click here to enter text. | Click here to enter text. |
| Breaks | Click here to enter text. | Click here to enter text. |
| Pre or post dinner reception | Click here to enter text. | Click here to enter text. |
| Dinner | Click here to enter text. | Click here to enter text. |
| Alcohol | Click here to enter text. | Click here to enter text. |
| Entertainment | Click here to enter text. | Click here to enter text. |
| Transportation | Click here to enter text. | Click here to enter text. |
| Workshops and tours | Click here to enter text. | Click here to enter text. |
| Accompanying person program | Click here to enter text. | Click here to enter text. |
| Other Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Other Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Other Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Total:  | Click here to enter text. | Click here to enter text. |

***In SCC Directives Part 1: Participation in International Standardization, clause 12.3, any funds provided by SCC cannot be used to purchase alcohol, entertainment or gifts.***