

**APPLICATION FORM FOR HOSTING PARTNER**

If you are interested in hosting the 5<sup>th</sup> edition of the NWFC, please fill in the form below and return it to Angela Jansen ([mangelajansen@gmail.com](mailto:mangelajansen@gmail.com)) before **1 June 2017**.

Name of the Department / Institution	
Address, telephone number and email of the Institution	
Name, email, telephone number and Skype name of the contact person	
Describe your main motivations for hosting the NWFashionConference	
Describe the central theme and the critical and/or theoretical approach you wish to introduce for the next conference edition	
Depending on your geographical location and your available funding, how many keynote speakers, papers and participants are you planning to have? Please include a budget using appendix 2 (fill in the costs based on local prices and the conference fees you plan to request)	
Describe the venue you have in mind, including a description of the facilities available (projection, sound, translation, lunch area, coffee breaks, drinks, etc.)	
Describe how your Institution will manage the administrative tasks of the conference (online payments of the conference fee, paying bills, booking flights and hotels for the keynote speakers, organising lunches/coffee breaks/drinks, providing conference packs for the	

participants, etc.) as well as possible previous experiences in organising conferences

Describe how your plan of communication is designed to reach as many people as possible

Describe the additional activities you will be organising (dinner, cultural visit, exhibition, fashion show, etc.). How central will the role of the activities be to the program?

Please include additional questions/comments you may have