**Young African Forestry Professionals Publication project (YAFP):**

**Open Call for Local events**

**Instructions**

* Kindly follow the instruction on this website: <https://ifsa.net/yafp-open-call-for-local-events>
* Fill this form by filling the blank spaces and bold your responses in options.
* Turn your filled form to PDF, please try to make the form 3.5 - 4 pages maximum.

|  |  |
| --- | --- |
| **Section 1 - Applicant Information** | |
| **1. IFSA Local Committee Name** (in full): | *fill in this blank* |
| **2. Full postal address:** | *fill in this blank* |
| **3. Email address** (please use official IFSA LC email address): | *fill in this blank* |
| **4. Phone** contact: | *fill in this blank* |
| **5. Type of event:**  *(Underline and bold the option you pick)* | * Virtual event * Face-face only * Combination of face-face and virtual event approach |

|  |  |
| --- | --- |
| **Section 2 - Event description** | |
| **6. Event title** | *fill in this blank* |
| **7. Possible date** (not earlier than September 1, 2021) | *fill in this blank* |
| **8. Names and portfolios of organizing committee** (*100 words max)* | |
| *fill in this blank* | |
| **9. Event description** *(150 words max)* | |
| *fill in this blank* | |
| **10. Aim –** please include what you wish to achieve from organizing the event; why is it important to your participants, university/country, and IFSA in general *(100 words max)* | |
| *fill in this blank* | |
| **11. Rough event program** | |
| *fill in this blank* | |
| **12. COVID-19 plan** - which steps are taken to adhere to COVID-19 policies in your country *(100 words max)* | |
| *fill in this blank* | |
| **13. Impact -** How will the event organized positively impact IFSA and its members and the book usage *(50 words max)* | |
| *fill in this blank* | |
| **14. Output –** How you will share what you learn with the rest of IFSA and IUFRO *(100 words max)* | |
| *fill in this blank* | |
| **15. Expected event audiences.**  *(Write the total number in front of the option and bold it)* | * Only LC students and staff will attend. *XXX* * Other IFSA students from the country can join the event. *XXX* * High school students will be invited to the event. *XXX* * Other special invited guest/speakers *XXX* * The event will be organized for an online audience *XXX* * The event will be streamlined for online audience *XXX*   Total *XXX* |
| **16. Proposed Budget (Kindly fill the table below)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **S/N** | **Item** | **Justification** | **Amount local currency** | **Currency name** | **Amount Euro (EUR)** | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | 3. |  |  |  |  |  | | 4. |  |  |  |  |  | | 5. |  |  |  |  |  | |  | Total |  |  |  |  |   *\*XXX Local currency = 1 Euro* | |
| **17. Do you have other sponsors –** please include who they are and how much they are sponsoring you *(100 words max)* | |
| *fill in this blank* | |

|  |
| --- |
| **Section 3 – Supporting Materials** |
| **18. A signed reference or letter of endorsement regarding your proposal from a member of the university staff (optional)**   * Attached * No |

**----------------------------------------------------Form ends here -------------------------------------------------------**