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| **Title** | Template application for CLARIN support of virtual events |  |
| **Version** | 1 |
| **Author(s)** | ME, FdJ |
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| **Distribution** | CLARIN |
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The template attached to this document is meant to be used by representatives of CLARIN members and observers, and CLARIN centre initiatives who consider applying for CLARIN support of their virtual events.

The template is meant for collecting initial information about the event that CLARIN Office can use to assess the practical feasibility of offering the support.

Please send the filled form to [virtual-events@clarin.eu](mailto:virtual-events@clarin.eu).

**Template for specifying details related to the planned virtual event**

1. General details

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| 1.1. Event title |  |
| 1.2. Dates (potential set of dates, if the decision has not been finalised yet) |  |
| 1.3. Organising team/organisation  - Names, Affiliation of applicants and contacts  - Available resources of the organisers, such as experience with hosting the Zoom room meeting(s), translation into local language(s) |  |

1. Event details

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| 2.1. Expected number of participants |  |
| 2.2. Draft of the programme:  - List of main programme elements, such as keynote(s), paper/poster presentations  - Additional programme elements, such as Café, tutorial, social event, etc |  |

1. Expected level of support by CLARIN

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| 3.1. **Consultation about virtualisation:**you already have some experience and you need a  general feedback e.g. on planning, licence etc. |  |
| 3.2. **Support at the preparation stage:**you need pre-event training or guidelines which could help you to run the event smoothly. |  |
| 3.3. **Full support, before and during the event:** it is your first time experience, and you need guidance at each step. |  |