



## CALL FOR PROPOSALS FOR “INTERNATIONAL CONFERENCES”

to participate within the Program of Romualdo Del Bianco Foundation® – Florence  
to be filled up and sent to [secretarygeneral@fondazione-delbianco.org](mailto:secretarygeneral@fondazione-delbianco.org).

### PRELIMINARY REMARKS

The Romualdo Del Bianco Foundation® invites you to present a proposal of “**International Conference**”:

*“An encounter of Experts, University Professors, Scholars, and Researchers from different countries focused upon a particular topic at the cutting edge, producing both preliminary (before the meeting) and final reports (final papers on digital and web format). Such a project should present subjects capable of stimulating mutual cooperation and exchange”.*

**Are mostly appreciated the proposals which entail the involvement of people from the Eastern and Western parts of the world and could be repeatable periodically (both in Florence and in other towns).**

The Romualdo Del Bianco Foundation® plays the role of “**incubator**” of conferences; therefore the Foundation will

- **Support the accommodations of the Promoter during the conference (while the other participants are expected to pay for their own costs of participation such as fees and accommodations)**
- **Co-operate with the Promoter in the promotion of the conference, by informing all the Institutions belonging to the Foundation’s network**
- **Seek to involve other Florentine Institutions interested in the conference**

The proposal should be included in the “General Proposals List” which contains all proposals received by the Foundation up to the present. These proposals are selected according to their scientific value and their status in promoting continuous dialogue and cooperation for future programmes of the Foundation.

**The Foundation does NOT accept any proposal that is not complete in all of all its parts.**

Surname		First Name	
Home address		Town & Post Code	Country
University/Faculty/Institute of provenance			
Address		Town & Post Code	Country
Telephone		Fax	
E-mail		Web Site	

### 1) **BRIEF PROFILE/INTRODUCTION (PRESENTATION) OF THE PROPOSER**

Short scientific/professional CV of the proposer ( with the specification if member of a national/international association or an organisation relevant to the topic of the conference) (max. 2000 characters)

### 2) **BRIEF DESCRIPTION OF THE PROJECT (THE INFORMATION WILL BE USED FOR THE PREPARATION OF THE WEB PAGE DEDICATED TO THE CONFERENCE)**

The tentative title of the conference:



Description of the aim and the subject of the conference, by highlighting the innovative aspects of the proposal (max 4000 characters) (Note that the subject should be related to an issue of current interest in the field of study of the proposer)

Scientific keywords (at least 5)

**3) SCIENTIFIC COMMITTEE, SCIENTIFIC/CULTURAL PARTNERS, CO-ORGANIZERS, KEY-NOTE SPEAKERS**

Tentative list of the possible scientific committee (*preference will be accorded to proposals involving people either from different Eastern and Western countries*)

Tentative list of the possible scientific/cultural partners or other co-organizers (if considered necessary for the organization of the conference): (*preference will be accorded to proposals involving people either from different Eastern and Western countries*)

Tentative list of the key-note speakers (if already identified)

**4) AUDIENCE AND PARTICIPANTS**

**Specification of the target of participants that could be interested in attending the conference:**

(postgraduate students, young researches, PhD, Professors, Experts, Scholars, Academicians and relevant field of studies or professional experiences (preference will be accorded to proposals that are able to involve people from different Eastern and Western countries)

Expected number of persons in the audience:

**5) THE PROGRAM**

Preferred period for carrying out the conference and duration of the conference

Rough structure of the program of the conference (if already possible) and specification of the duration of the conference:

Day 1: Program and services (rooms, coffee breaks, lunches, dinners)

Day 2: Program and services (rooms, coffee breaks, lunches, dinners)...



Other services that might be included in the program, such as visits, tours, travels, etc

**6) THE PRESENTATIONS**

Description of the kind of works that the participants are requested to present (papers, power point presentations, posters, ... and their general features)

**7) THE OUTCOMES**

Description of the final outcome expected from the conference:

Pre-evaluation of the possibility of repeating the conference in Florence on the same (or related) subject and rough indication on how often the conference could be repeated (every six-months, every year, two years...)

Pre-evaluation of the possibility of realizing other events (such as workshops) related to the conference, in different periods from that one during which the conference is carried out

**8) PROMOTION OF THE CONFERENCE**

Indication, if possible, of the institutions/organisations that could help in the promotion of the conference and that will be contacted directly by the Project Leader

**9) ECONOMIC ASPECTS**

Specification, if possible, of the costs that each participant may be willing to afford for attending the conference and specification of the services that should be included

List of possible sponsors to be contacted for the coverage of the organisational expenditures (provide organisation and name of the contact):

**10) OTHER DETAILS**

**Particular requests concerning the organisation of the project:**  
*without any commitment, please specify (in the field "Notes from the Proposer") which you would like to be:*

1. the role of the Foundation:  
( considering that the Foundation could sustain the conference in following ways:  
-  
- supports the accommodation of the Proposer during the conference (while for the other Participants, the costs of participation – fees and accommodation - will be at their expenses)



- co-operate with the Proposer in the promotion of the conference, by informing all the Foundation's network
- involve other Florentine Institutions interested in the conference)

Notes from the proposer:

2. the role of the Proposer (considering that the Proposer could:

- Contact and recruit members of the Scientific Committee (if necessary)
- Coordinate activity of the Scientific Committee, particularly selection of papers for sessions and roundtables
- Identify appropriate distribution lists for information about the Conference – promotion of the Conference throughout his/her contacts and co-ordinates the promotion activity of the Scientific Committee
- Identify, contact, and recruit Keynote speakers)

Notes from the proposer:

3. the role of the speakers considering that:

- each speaker is requested to prepare a paper /presentation to be uploaded and displayed on the Romualdo Del Bianco Foundation's web site, before the conference
- each speakers (or the Institution they represent) are requested the payment of the Participation Fee and accommodation, which amount will be previously determined by the organisers

Notes from the proposer

4. the expected role by third parties considering that:

- the activity of involvement-contacting of potential sponsors (firms and/or public bodies) must be previously agreed between the Proposer and the Foundation
- the Foundation can carry out a fund-raising activity only in Italy and provided that the Proposer previously delivers a list of persons to be contacted
- *in any case, the fund-raising activity must not be considered as essential for the success of the conference, in other words, the conference must be conceived as "self-sustaining" and the presence of sponsors as only a way to support part of the organisational costs*

Note from the proposer:

Thank you.

**Place and data**

**Signature**

After the subscription of the present form, please send it to:  
[secretarygeneral@fondazione-delbianco.org](mailto:secretarygeneral@fondazione-delbianco.org)

**Thank you!**