

Conference support application

1. How to apply

Send an email to ICA President at ica.president@the-ica.net with the following information:

- Dates, location, and participating institutions
- Target audience and expected number of participants
- Any special sessions, posters, events for students?
- Connection to ICA (at least one of the organizers or invited speakers should be an ICA member)

2. When to apply

You should **apply at least 6 months before the event**. There are three deadlines for applications: December 1st, April 1st, and August 1st of every year.

3. Conference announcement

Send your announcement to ICA President at ica.president@the-ica.net and to BICA Production Manager at bica.production@the-ica.net **at least 6 months before the event** to make sure it is printed in BICA long enough before the conference.

The announcement should contain at least the same information as the application along with (if available):

- List of invited speakers
- Conference deadlines
- Conference fees and possible travel support for students
- Statement that the conference is supported by ICA

It should be written in LaTeX using the class file BICA.cls available [here](#).

4. Conference report

The conference report must be submitted to BICA Production Manager at bica.production@the-ica.net **within 4 weeks** after the conference. It should contain all relevant information mentioned above **plus** any interesting tidbits about social events, conference trips, special event (like handing out awards and such) and also some **nice photos!**