**XVI SPHINGOLIPID CLUB MEETING**

**CANDIDATURES – GUIDELINES**

**Please fill the form at the next page.**

Consider that:

1 - The form is absolutely not binding for the applicant.

2 - With this form we ask for provisional informations about the organization of the XVI Meeting of the Sphingolipid Club. Consider that 100-120 participants is a reasonable attendance. Feel free to leave blank if not yet known.

3 - You are allowed to decline your proposal at any moment before the final decision from the Sphingolipid Club Staff, that will be taken presumably on late 2025 summer.

4 - The deadline for submitting this form is april 15, 2025. After collecting all the proposals, a letter will be sent to the applicants asking for a confirmation letter together with further details on the Meeting organizations.

5 - Feel free to contact info@sphingolipidclub.com for questions, comments, suggestions.

**FORM FOR CANDIDATURE (PRELIMINARY)**

**Deadline for submission: April 15, 2025**

**Applicant** (name, position, institution): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Location** (venue of the Meeting): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accomodation** (specify if the same as the Meeting venue or not): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Transport** (airports, railways, and specify if a shuttle service is needed):

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**Tentative dates** (suggested: september/october 2026):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lenght:**

Option 1 : from Tuesday afternoon to Sunday morning. Yes/No

Option 2 : from Wednesday afternoon to Sunday morning. This was the option for the last Meetings, but the programm was so heavy that we had to split some sessions in parallel ones)

Yes/No

Option 3 : other, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administration**

Option 1 : fully authonomus: registration fees collection, contacts, receipts posting to the participants, sponsoring search and benefits, and all other administrative commitments are on charge of the Organizers. No financial support from the Sphingolipid Club will be received. The Sphingolipid Club will give fully cooperative support including to help the applicant in all non-administrative aspects. If this option is selected, the Organizers will get profit of the positive balance (consider that all previous Meetings resulted in a positive economical balance) or cover the negative balance, if this is the case. Yes/No

Option 2 : full administration commitments are on charge of the Sphingolipid Club. In this case the Organizers are requested to serve as a local committee, and are asked to choice the location, catering, gala dinner restaurant, social program, lecture and poster room, technical assistance and facilities. All the expenses will be covered by the Sphingolipid Club. In both the cases of a positive and a negative balance these will be managed by the Sphingolipid Club.

The scientific program, including invited speakers, will be a common decision between the Organizers and the Sphingolipid Club Staff. This last is valid also for Option 1. Yes/No

**Free space for questions, comments, suggestions**

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