

**Proposal for**

**conference organization and proceedings publication**

*In order to evaluate the terms of organizing and publishing your conference, we invite you to fill in the form below. Once the form has been sent to us (*[*publishing@trivent.eu*](mailto:publishing@trivent.eu) *and* [*trivent@trivent.hu*](mailto:trivent@trivent.hu)*), we will be able to initiate further discussions and to prepare an offer for the organization services and the publication conditions.*

*Conference proceedings are considered for publication with Trivent Publishing based on the scope, topic, and international standing. The scientific organizers of the conference must assure that all papers are subject to an initial peer-review process, are all original, and not published elsewhere in the same form. They must also comply with the publication standards and ethics of Trivent Publishing.*

1. **Conference details**
2. Conference subject matter:
3. Name and abbreviation:
4. Date:
5. Venue:
6. Scientific organizer(s) institution:
7. Conference chair(s), affiliation(s), and email(s):
8. International program (reviewing) committee members and affiliations:
9. Please explain your reviewing process in a few words:
10. Is your conference a first edition? If not, please provide details/URL of previous conferences:
11. Expected number of participants:

* % from domestic:
* % from overseas:

1. **Logistic details**
2. Planned location (university, hotel):
3. Expected number of invited speakers (benefitting from tax waiver + accommodation):
4. Meals included (lunches, dinners, welcome reception):
5. Extra program(s):
6. Website management:
7. **Publication details**
8. Expected number of papers:
9. Proposed submission date of papers:
10. Guest editor(s), affiliation(s), and email(s):
11. Previous (guest) editing engagements of proposed guest editors:
12. **Contact person details**
13. Name:
14. Affiliation/address:
15. Phone no.:
16. E-mail address: