# HEART Organisation Proposal

Please fill in the form below, and send to the HEART steering committee,  
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| **Proposal overview** | |
| **Proposer & Organization** |  |
| **Venue** |  |
| **Suggested dates** (or year & days) |  |
| **Targeted registration numbers**  (Including number of full paying attendees and student attendees) |  |
| **Any special theme of the conference?** |  |
| **Suggested Senior Management Team** (include General Chair and Vice-Chairs, Technical Committee Chair and Vice Chairs, Finance Chair, and Conference Secretary) |  |
| **State any previous conference organisation experience you & your suggested senior management team have** |  |
| **Tell us, succinctly, why we should accept your proposal** |  |
| **Details (Please fill as much as you can)** | |
| **Targeted Overall Budget**  (Please provide a breakdown e.g. venue rental, food, keynote invitations etc.) |  |
| **Targeted Registration Fees**  (include full early bird, full late registration, student early bird, and student late registration fees) |  |
| **Any suggested flagship keynote speakers?** |  |
| **Any suggested special sessions and tutorials?** |  |
| **Any suggested evens, such as a design contest and a panel session?** |  |
| **What conference management tool e.g. easychair, do you plan to use? Why?** |  |

**Note: If successful, you will need to attend at least the last HEART symposium before your planned one to coordinate with previous the HEART organisation committee and make the necessary announcement.**