Request to Host a WERA Keynote Address / WERA Symposium at a WERA Member Association Conference

Name of Requesting Association: ______________________________________________________

Name of President or Representative: __________________________________________________

Email: __________________________________________________________________________

Title of the Association Conference: ________________________________________________

Date of the Conference: _____________________________________________________________

Location of the Conference: _________________________________________________________

Theme of the Conference: ____________________________________________________________

Preferred Language for WERA Speech/Symposium: _________________________________

Please tick the appropriate request by your Association:

WERA Keynote Speech ☐  WERA Symposium ☐  Both ☐
A. Request to Host a WERA Keynote Speaker:

Please express any preference you may have about the focus or purpose of the address:

_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

Below: please tick and explain what assistance may be provided to allow for WERA keynote:

1. Conference: Registration and Meals
   Conference registration [ ] Meals at conference [ ] Conference Gala dinner/event [ ]
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. Travel
   (a) International travel:
       Return airfare [ ] Fixed amount: $__________ [ ] Other offer [ ]
       Details_______________________________________________________
       ____________________________________________________________
       ____________________________________________________________

   (b) Local travel:
       In-country transport [ ] In-city transport [ ] Other offer [ ]
       Details_______________________________________________________
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________
3. **Accommodation**

   - Conference venue [ ]
   - Hotel [ ]
   - Guest house [ ]
   - Other offer [ ]

   Details
   
   __________________________________________________________________________
   
   __________________________________________________________________________

4. **Translation**

   Where relevant, please indicate which translation services will be offered.
   
   __________________________________________________________________________
   
   __________________________________________________________________________
   
   __________________________________________________________________________

5. **Local Tourism or Visits to Offer**

   (1) ________________________________  (2) ________________________________

B. **Request to host a WERA Symposium:**

   Please express any preference you may have about the focus or purpose of the address:
   
   __________________________________________________________________________
   
   __________________________________________________________________________
   
   __________________________________________________________________________

   Below: please tick and explain what assistance may be provided to allow for WERA symposia:

1. **Conference: Registration and Meals**

   - Conference registration [ ]
   - Meals at conference [ ]
   - Conference Gala dinner/event [ ]

   ________________________________
   
   ________________________________
   
   ________________________________
2. Travel
(a) International travel:
    Return airfare  □  Fixed amount:$__________ □  Other offer □
    Details__________________________________________________________
    ________________________________________________________________
    ________________________________________________________________

(b) Local travel:
    In-country transport □  In-city transport □  Other offer □
    Details__________________________________________________________
    ________________________________________________________________

3. Accommodation
    Conference venue □  hotel □  guest house □  other offer □
    Details__________________________________________________________
    ________________________________________________________________

4. Translation
    Please indicate which translation services may be offered – where required.
    ________________________________________________________________
    ________________________________________________________________
    ________________________________________________________________

5. Local Tourism or Visits to Offer
    (1) ___________________________________________ (2) ___________________________________________

After completion, please send this plan to the Committee Chair: Liesel Ebersöhn, Secretary General ([Liesel.Ebersohn@up.ac.za](mailto:Liesel.Ebersohn@up.ac.za)) with cc to WERA secretariat ([wera@area.net](mailto:wera@area.net)). Thank you.

Membership of WERA Keynote & Symposia Committee:
- Liesel Ebersöhn (Chair),
- Teresa Gonzalez,
- Masako Nakamura