

IFIP EVENT FORM (page 1 of 3)

This form is used to record information needed, when IFIP's involvement in an event is requested. The policy and procedure for approval of such involvement is described in the document IFIP EVENT APPROVAL GUIDELINES (EAG), available from the IFIP Secretariat. The form should be prepared and signed by the Main Organizer and the Chairs of the IFIP Responsible WG and TC and forwarded to the IFIP Secretariat (Hofstrasse 3, A-2361 Laxenburg, Austria. Fax +43 2236 736 169).

1. GENERAL INFORMATION (for event registration):

Request for: < Notification, Full/ Main/ Co-Sponsorship, Support, Modification > [ref. EAG 3.1, 7]
In Series No (if applicable):

Official Name of the event: **4th Latin American Network Operations and Management Symposium**

URL: [http:// www.lanoms.org/2005/](http://www.lanoms.org/2005/)

Acronym: **LANOMS 2005**

Dates: **08/29/2005 – 08/31/2005**

City: **Porto Alegre**

Country: **Brazil**

Event category: < Open Conference/ Working Conference/ Workshop/ Seminar > [ref. EAG 2]

Attendance: < open/ restricted >

Expected number of participants : **150**

Purpose: < professional/ educational >

Contributions : < refereed/ unrefereed >

Main Sponsor: **Conselho Nacional de Desenvolvimento Científico e Tecnológico (CNPq)**

Co-Sponsors: **IEEE Communications Society (technical co-sponsorship)**

Main Organizer (Institution) [ref.EAG3.2]

Contact person: **Lisandro Zambenedetti Granville - Federal Univ. of Rio Grande do Sul (UFRGS)**

Mailing address: **Av. Bento Gonçalves, 9500 - Bloco IV - Agronomia - CEP 90501-970**

Porto Alegre, RS - Brazil

E-mail address: **granville@inf.ufrgs.br** Phone: **+55.51.3316.6819** Fax: **+55.51.3316.7308**

Co-Organizers (Institutions) [ref.EAG3.2]: **Universidade do Vale do Rio dos Sinos (UNISINOS)**

2. SPECIFIC INFORMATION (in case of IFIP sponsorship):

IFIP Responsible Body: <TC 6/ WG 6.6>

Program Committee consists of **35** members of whom **0** are nominated by IFIP.

Program Chair: **José Neuman de Souza**

Mailing address: **UFC - Bloco 910 - CEP 60455-760 - Fortaleza, CE - Brazil**

E-mail address: **neuman@ufc.br** Phone: **+55.85.288.9853** Fax: **+55.85.288.9847**

Main Editor: **Lisandro Zambenedetti Granville**

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E-mail address: **granville@inf.ufrgs.br** Phone: **+55.51.3316.6819**

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Papers are solicited by:< personal invitation/ journal advertising/ call for papers > [ref. EAG 2]

submitted as: < full papers/ extend. abstracts > before **05/02/2005**

selected as: < invited papers and/or expected number accepted

refereed/ unrefereed papers > expected number accepted **22**

published under copyright by **(none)**

as: < preprints/ proceedings/ journal > by: < Kluwer or LNCS series >

Expected year/month of publication: **2005 / 09**

(Link to IFIP publisher and author/editor instructions available at: <http://www.ifip.or.at/public.htm>)

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3. ACCOUNTING INFORMATION (in case of full/main sponsorship)

Duration of the event: **3** days

Exchange rate for local currency: 1 **BRL** = **0.33** EUR

Expected number of participants: **150**

BUDGET

Income:

	Fixed income(FI)	Variable Income(VI) ²⁾
1. Registration income from participants (part.fee) .	0 EUR	80.00 EUR
2. Exhibits	0 EUR	0 EUR
3. Contributions from supporters	12,000.00 EUR	0 EUR
4. Other income (tutorials, social events etc.)	0 EUR	0 EUR
Sub-Total Income:	12,000.00 EUR	80.00 EUR
Total Income [= FI + VI x no. of Exp. Part.]	24,000.00 EUR	

Expenses:

	Fixed exp. (FE)	Variable exp.(VE) ³⁾
1. Pre event expenses	1,000.00 EUR	0 EUR
2. Expenses during event	9,000.00 EUR	44.00 EUR
3. Sponsorship fee to IFIP ¹⁾	0 EUR	0 EUR
4. Contingencies (10 % of 1 + 2)	1,000.00 EUR	4.40 EUR
Sub-Total Expenses	11,000.00 EUR	48.40 EUR
Total Expenses [= FE + VE x no. of Exp. Part.]	18,260.00 EUR	

Break even number of participants: **31,64** [= (FI - FE) divided by (VI - VE)]

Surplus [Total Income - Total Expenses]	5,740.00 EUR
Surplus share contributed to IFIP (upon agreement with TC/WG Chair)	0 EUR/ 0 %/ 0 EUR
Loss share (upon explicit agreement with TC Chair, guaranteed by TC funds)	0 EUR/ 0 %/ 0 EUR
Guarantees for loss coverage	0 EUR
Requested loan for the budget year 2005 : 0 EUR (In case of a loan request a detailed conference budget should be submitted)	

¹⁾ In case of full/main sponsorship the fee is for Open Conferences: EUR 10.00/participant/day
for Working Conferences: EUR 5.00/participant/day

²⁾ Income per individual participant (participation fee, etc.)

³⁾ Expenses per individual participant (proceedings, coffee, etc.)

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4. IFIP Statement of Understanding

As Main Organizer of this event I certify that this EVENT FORM has been prepared to the best of my ability and is complete and accurate, with the latest available information. I agree to keep IFIP informed of any changes and to request additional approval if any significant modification should occur.

I confirm that the technical program of the event will conform to the statutory aims of IFIP, be designed for an international audience, be controlled by an international program committee of recognized professionals, and contain original contributions approved by the Program Committee. I also agree that the official language of the event will be English. I confirm that the name of the event will not be registered, as a trademark or otherwise, without written consent from the IFIP President.

I accept all financial and other legal liabilities for this event, apart from any support eventually approved by IFIP. I understand that any requested support from IFIP is contingent upon final approval of such support. The approval will be confirmed in writing by IFIP when the IFIP budget (for the year, in which transfer of support from IFIP is requested) has been adopted. I accept to remit to IFIP a sponsorship fee per registered paying participant as agreed with IFIP.

I also agree to comply with IFIP policies and procedures as described in the document IFIP Event Approval Guidelines, unless otherwise confirmed in writing and approved by the IFIP President. In particular, I agree to include the name and logo of IFIP in all announcements of the event. I also agree to submit to IFIP, within 3 months after the event, a final report, with a set of all publications associated with the event. At the same time, I shall remit to IFIP any loan amounts received and any surplus share to IFIP that has been agreed upon.

I certify that I have the authority to make legal commitments for the organization.

For **Universidade Federal do Rio Grande do Sul**
Av. Bento Gonçalves, 9500 - Bloco IV - Agronomia
CEP 90501-970 - Porto Alegre, RS - Brazil
(Name and Address of the Organizing Institution)

By **Prof. Dr. Lisandro Zambenedetti Granville**
(Name and Title of ist authorized representative)

Signature Date

In order to process this request the form should be signed by:

IFIP WG 6.6 Chair:

Name: **Raouf Boutaba** Date: **05/25/2005** Signature:

IFIP TC6 Chair:

Name: **O. Spaniol** Date: **05/25/2005** Signature:

(Please attach any additional comments or agreements to this form)