**Guidance Notes for the Textile Institute World Conference (TIWC) Expression of Interest Form**

 **5.0 Contact Name**

The Contact Name is the person who has filled out the TIWC Expression of Interest Form and will be the prime contact at the listed organisation. The Contact Name may also be the Conference Chair.

**5. 1 Conference Chair**

A Conference Chair should be appointed and sit on the Organising Committee. The Conference Chair has overall responsibility and all committees must report to them. The Conference Chair must report to The Textile Institute (TI) on a regular basis and nearing the event, on a weekly basis. All major decisions (including financial) relating to the Conference must be approved in writing (email) by **both** the Conference Chair and the TI.

**8. Organisation Name**

For information, recent hosts of TIWC:

2008 – Hong Kong Polytechnic University, Hong Kong

2010 – Organised in house by TI for Centenary year

2012 – Universiti Teknologi MARA, Shah Alam, Malaysia

2014 – Wuhan Textile University, Wuhan, China

2016 –The Institute of Natural Fibres and Medicinal Plants, Poznan, Poland

2018 – The University of Leeds, Leeds, UK

**9. Previous event management experience**

Briefly describe the previous events managements experience of those within your organsation that you feel will be relevant in organising a Textile Institute World Conference (TIWC).

**10. Rationale supporting the bid by potential host**

Explain why your organisation wishes to host the conference.