

## Proposal to establish an ascilite Special Interest Group (SIG)

Proposed Name of SIG: .....

SIG Leader/leaders contact details:

(1)

Title & Name .....

Contact address: .....

..... State ..... P/Code .....

Current institution: .....

Phone.....

Email.....

ascilite membership current until\*: .....

(2)

Title & Name .....

Contact address: .....

..... State ..... P/Code .....

Current institution: .....

Phone.....

Email.....

ascilite membership current until\*: .....

{add additional SIG leaders or co-leaders as required}

\* please note that ascilite membership must be kept up-to-date for SIG Leaders and co-leaders. If you are unsure of your membership renewal date, please check with the ascilite Secretariat.

I/ We have read the *ascilite Policy & Procedure* document for establishment of a SIG and agree to the terms and conditions described.

Date & Signatures of SIG Leader/ Co-leaders

.....

.....

.....

**SIG Aims**

**Rationale for SIG**

**Proposed SIG Outcomes**

**Proposed SIG activities & estimated annual budget**

Details of activity	Frequency	Proposed Dates	Costs
<b>Total budget</b>			

**Proposed SIG Communication and dissemination activities**

Core membership - List the names of individuals who have expressed an interest in joining the SIG

Name	Email	Affiliation/Institution	ascilite member yes/no

Please email this form, together with any relevant supporting documents to the ascilite Secretariat [secretariat@ascilite.org](mailto:secretariat@ascilite.org)

**Office use only**

Date received .....

- Approved/ Renewed (ascilite President / VP) .....
- Correspondence to SIG Leaders and members .....
- Access to ascilite online tools granted (website, FB, Twitter, LinkedIn, etc) .....
- Webinar scheduled (date) .....
- Conference proposal / activity received .....
- Annual report on outcomes received .....
- Annual report on outcomes included in President's report .....