



# IPC Trip Proposal 5 DRAFT

 Please use the **<Edit Contents>** menu option (directly above) to complete this form. Remember to **<Save>** the page (bottom right) after making updates. Other than the two required fields immediately below, you may complete any portion of this form, save, and return later to continue where you left off.

 Trip Proposals must be completed at least six (6) weeks before the event start date.

Person Completing Form	
Name:	Date:

## STAFF USE ONLY

Application Status	Assessment Due-Date	Form ID #
		IPC05

Trip Proposal Section	LINK: <a href="#">IPC Trip/Event Assessment 5 DRAFT</a>												
1) Number of Travelers: <i>(Note: Each traveler uses one trip of the five (5) allocated to each organization/structure).</i>													
2) Traveler Contact Information and Itinerary:													
<table border="1"> <thead> <tr> <th>Traveler</th> <th>Email</th> <th>From City</th> <th>From Country</th> <th>Depart Date</th> <th>Return Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Traveler	Email	From City	From Country	Depart Date	Return Date							
Traveler	Email	From City	From Country	Depart Date	Return Date								
3) Special Travel Circumstances, Arrangements, Explanations, or Notations: <i>(Please identify each traveler, as applicable)</i>													
4) Event/Conference Name, Title, or Descriptor:													
5) Event/Conference Dates:	<table border="1"> <tr> <td>Start:</td> <td></td> <td>End:</td> <td></td> </tr> </table>	Start:		End:									
Start:		End:											
6) Event/Conference Website Link:													
7) Primary Event/Conference Location:	<table border="1"> <tr> <td>Street Address:</td> <td colspan="3"></td> </tr> <tr> <td>City:</td> <td></td> <td>Country:</td> <td></td> </tr> </table>	Street Address:				City:		Country:					
Street Address:													
City:		Country:											
8) ICANN Geographic Region:													
9) Activity Sponsors: <i>(Note: all event sponsors must be identified in order to comply with ICANN travel guidelines).</i>													
10) Proposed Goals and Outcomes:													
11) Additional Information <i>(optional)</i> :													
=====													

**Community Confirmation Section**

*Note: To be completed by a Pilot Program Coordinator (PPC) designated by this organization/structure.*

Acknowledgements	Confirmed?	Name	Date	Notes
The participants identified in this application agree to abide by the terms and conditions of this FY16 Community Regional Outreach Pilot Program (CROPP) as outlined on the <a href="#">Program Elements</a> page.				
The ICANN Organization / Structure's leadership has authorized the submission of this Trip Proposal.				
The ICANN Stakeholder Engagement Vice-President has concurred that the Proposed Goals/Outcomes of this Trip Proposal are consistent with operational plans and/or strategies.				
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				=====
				===

**Program Administration: STAFF USE ONLY**

**Approved Travel Elements:**

Traveler	Approved Arrival Date	Approved Departure Date	Approved Fees

**Staff Department Notifications:**

Program Requirement	Date Satisfied/Confirmed	Initials	Notes

**Program Admin Transfers from Community Drafts to Approved Forms:**

Trip Proposal	Trip/Event Assessment