APRALO Trip Proposal 3 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:**	

Trip Proposal Section

LINK: APRALO Trip/Event Assessment 3 DRAFT

1) Number of Travelers:
(Note: Each traveler uses one trip of the five (5) allocated to each organization/structure).

2) Traveler Contact Information and Itinerary:

Traveler	Email	From City	From Country	Depart Date	Return Date

3) Special Travel Circumstances, Arrangements, Explanations, or Notations:
(Please identify each traveler, as applicable)

4) Event/Conference Name, Title, or Descriptor:

5) Event/Conference Dates:

Start:		End:	

6) Event/Conference Website Link:

7) Primary Event/Conference Location:

Street Address:	
City:	Country:

8) ICANN Geographic Region:

9) Activity Sponsors:
(Note: all event sponsors must be identified in order to comply with ICANN travel guidelines).

10) Proposed Goals and Outcomes:

11) Additional Information *(optional)*:

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__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 Program Elements 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__	

CROPP Trip Proposal Template v4 (Aug 2015)