



TEMPLATE FOR OOS APPLICATIONS

1. Introduction

This template outlines the definition and practical arrangements regarding OOS applications.

2. Definition

An OOS is a seminar that lasts one day and covers one issue. The seminar may be split over 2 days: start at noon on day 1 and finish at noon on day 2. The number of participants is limited to approximately 50 persons. The seminar is meant to exchange ideas and experiences on a special issue. The issue must be relevant to the forensic community and should not already have a 'natural' place for discussion as for example an ENFSI Working Group. A social program will not be organised. The OOS language is English.

The participants will mainly come from ENFSI laboratories, but others with a special knowledge/field of expertise can also be invited. The presentations as well as relevant additional documents will be published on the ENFSI website.

3. Applicant's information

Potential applicants for organising an OOS are required to submit the information in the chart given below to the ENFSI Board via the ENFSI secretariat.

NAME / TITLE	
MAIN TOPICS / DESCRIPTION	
ORGANIZATOR	
VENUE	
PROPOSED DATE(S)	
FINANCIAL RESOURCES (e.g. participation fee, funding, sponsors or exhibition)	
ESTIMATED NUMBER OF PARTICIPANTS	
PROPOSED WAY OF DISSEMINATION OF THE RESULTS (Written reports, CD-ROMs or other deliverables) (If applicable)	

4. Decision making process

The future / potential organizer submits the application to the board. The board considers the application in the context of other applications. Finally the board makes a pre-selection out of the submitted applications for approval by the membership at the Annual Meeting taking into account the relevance of the topics, spreading over the year, geographical spreading, etc.

The board presents an OOS-schedule for the forthcoming year at the Annual Meeting for approval by the membership.

In case of an urgent topic the board can decide on approval without approval by the membership. The OOS-schedule is published on the ENFSI website.

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