



The Combustion Institute

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CombustionInstitute.org

Information needed to post an event on The Combustion Institute (CI) website

1. Name of the event
2. CI Section hosting the event
3. Location name and address
4. Date(s) of the event
5. Host name and email (optional)
6. Program Chair name and email (optional)
7. Website for the event
8. Description of the event (as short or as long as you like)
9. Please send office@combustioninstitute.org a flyer to attach to the event listing (optional).
10. Please send office@combustioninstitute.org a graphic to attach to the event listing (optional).
11. Will you be processing event registration via The Combustion Institute website? If so, list the following:
 - a. Early, Regular, and Onsite Registrations **Dates**
 - i. **Member** Pricing (Early, Regular, and Onsite)
 - ii. **Non-Member** Pricing (Early, Regular, and Onsite)
 - iii. **Student Member** Pricing (Early, Regular, and Onsite)
 - iv. **Student Non-Member** Pricing (Early, Regular, and Onsite)
 - b. **NOTE:** Does Non-Member pricing include a Section membership dues payment?
 - c. Do you need Extra Registration Items to be listed on the CI website?
 - i. If so, please list the items with the dollar amount associated with each item.
 - ii. Please also list the maximum attendees for each item, if appropriate.
 - iii. E.g. Guest tickets to the banquet (US\$90.00)
 - d. Do you need Discount Codes to be created for Registration?
 - i. If so, please list the amount of the discount needed and quantity.
 - ii. E.g. Discount code for:
 1. Volunteers
 2. 10%
 3. Maximum 15 people
12. Will you be allowing Submissions to the event via the CI website? If so, please list the following submission dates:
 - Manuscript/ Presentation
 - Submission Start, End, Notification, and Final dates
 - Work In Progress Poster
 - Submission Start, End, and Notification dates
 - List of Colloquia
13. Do you want assistance from the office to create a program for the event?