



## LETTER OF INTENT

### To: CIEPO

COMITE INTERNATIONAL DES ETUDES  
PRE-OTTOMANES ET OTTOMANES

Prof.Dr. Michael Ursinus  
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**Activity title:** 22<sup>nd</sup> CIEPO Symposium

Our organisation:

FULL NAME: Karadeniz Teknik Üniversitesi  
ADDRESS: Karadeniz Teknik Üniversitesi  
Postcode: 61080  
Town/city: Trabzon  
Country: Turkey  
Tel. +90 462 3253323  
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Director: Prof. Dr. Kenan İnan  
Contact person's name: Prof. Dr. Kenan İnan

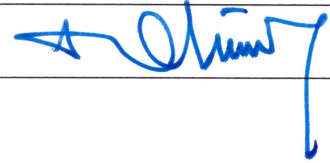
I confirm that I and others involved in this partner organisation have read and approved the proposal and the breakdown of work among partners. We confirm that the key staff involved in this activity form will be available to fulfil the role outlined, and we undertake to comply with the principles of good partnership practice.

I declare agreement to

- (a) restrict, through the Vetting Board (see below), overall participation to no more than 200 participants;
- (b) allow for a 80 minute meeting of the CIEPO Governing Directorate to take place on Wednesday evening in a separate room.
- (c) arrange a General Assembly of all present CIEPO members to take place on Friday afternoon (lasting approx. 80 minutes)
- (d) guarantee that the Workshops, Panels and individual presentations are entered into the printed Final Programme by the Organizers if and when the Registration Fee has been paid by the respective participants
- (e) hand out The Conference Map with the printed Final Programme and Name Tag to the participants only against payment of the CIEPO Membership Fee of Euro 10,-, US\$ 15 or 30 Turkish Lira per member and venue (the CIEPO Membership Fee receipt serves the additional purpose of Voting Card in the General Assembly - members be made aware of this function by the Organizers)

- (f) the principle that eventual participation would be decided by a double-blind Vetting Board on the basis of the (anonymized) Abstracts;
- (g) the fact that the Vetting Board consists of members of the CIEPO Executive Board and Governing Directorate whose names are withheld;
- (h) give preference to Workshops and Panels over individual presentations
- (i) give preference to Internationally Staffed Workshops and Panels (with contributors from more than one country) over workshops and panels in general
- (j) to organize the 22<sup>nd</sup> CIEPO between Tuesday 4 October and Saturday 8 October 2016
- (k) the venue (including Opening Ceremony and General Assembly as well as Excursion) lasts no more than 6 days

Signature of a legal representative of the partner organisation



Name: Prof. Dr. Hikmet ÖKSÜZ  
Position: Vice Rector  
Date: 21.05.2015  
Place: Trabzon