

FEMS NATIONAL / REGIONAL CONGRESSES GRANT - Regulations



Regulations reference number: NRCG20140212

General

FEMS provides grants to support National and Regional Congresses organized by the FEMS member societies. These grants are not intended for the organization of symposia, workshops, seminars, etc.

1. Minimum grant is EUR 1000 and maximum is EUR 3000.
2. The grant amount depends both on the number of the society members and expected participants at the congress. In principle, the expected grant will be:
 - 50 to 200 participants; EUR 1000.
 - 200 to 500 participants; EUR 2000.
 - 500 participants or more; EUR 3000.
3. The National and Regional Congress Grant can be used by the organizers in any respect that supports successful organization of the congress.
4. Congresses coinciding with the FEMS Congress will not be granted.
5. FEMS will favour equal distribution of grants among societies. A society cannot be supported in two consecutive years.

FEMS Central Office
Keverling Buismanweg 4
2628 CL Delft
The Netherlands
T: +31-15-269 3920
F: +31-15-269 3921
E: fems@fems-microbiology.org
I: www.fems-microbiology.org

Application

6. Organizers of congresses must submit their application in the FEMS grants online system by the deadlines:
 - 1 December 12.00 CET (for congresses between 1 January - 30 June)
 - 1 June 12.00 CET (for congresses between 1 July - 30 December).
7. In the FEMS grants online system the meeting organizer should provide:
 - general information and a budget
 - the full programme with a list of speakers.
8. A tentative programme is sufficient at the application stage, but will only gain conditional approval.
9. The FEMS Delegate of the organizer's FEMS Member Society should endorse the application through the FEMS grants online system.



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Initial Review

10. The FEMS Grants Board will review the application and evaluate the congress.
11. The applicants will be informed of the outcome latest three weeks after the application deadline.

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Obligations of the organizer

12. The congress organizer is required to provide appropriate FEMS visibility with a mention of FEMS support and by placing the FEMS logo (available from the FEMS website) on printed and other appropriate congress materials including the website.
13. FEMS may appoint a representative to attend a supported congress. This representative will present a brief introduction during the opening session about FEMS, its aims and activities (to be announced in the final programme). The registration fee is to be waived for this representative
14. The organizer will receive promotional material from FEMS (for example posters, circulars, stand material) and is responsible for distributing it to the participants of the congress.
15. Relevant congress updates should be sent to the FEMS Grants Administrator.
16. Societies must have paid their membership fee regularly before applying (including in the previous year).

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Final review

17. If not available at the time of application, the Grants Secretary must approve the final programme before funding will be authorized. The final programme must be submitted through the FEMS grants online system latest two months before the start of the congress.
18. The FEMS Grants Board will make the final decision and inform the FEMS Executive Committee.

Administrative routine

19. The organizer will be provided with a FEMS Claim Form in the FEMS grants online system.
20. The organizer may claim the grant earliest two months before the meeting takes place by sending a hand signed hard copy Claim Form to the FEMS Central Office.

Report

21. The congress organizer will be provided with a report form in the FEMS grants online system that should be completed within 30 days after the end of the congress.
22. Materials to be uploaded into the FEMS grants online system together with the report form are:
 - A digital file of all printed congress materials (abstracts, proceedings, anything proving FEMS visibility etc.) also within 30 days after the end of the meeting.
 - Photos taken at the meeting can be uploaded together with the report and will be highly appreciated. They will be considered for publication.



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Note

- a) The congress organizer is welcome to contact the FEMS Publications Manager via FEMS Central Office (Publications department; publications@fems-microbiology.org) to discuss possible publications arising from the congress.
- b) These regulations come in force on 1 April 2014 for the duration of one year.

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