

# FEMS Meeting Grant - Regulations



## General

1. FEMS supports selected meetings within the European Area with a Meeting Grant. Scientific conferences, laboratory workshops, and training courses will be considered for such support. The maximum amount of a Meeting Grant is EUR 15 000. The Meeting Grant may only be used to support the attendance of:
  - Young Scientists (minimum of 60% and a maximum of 80% of total grant value) and
  - Invited Speakers (minimum of 20% and a maximum of 40% of total grant value)

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## Application

2. Organiser of a meeting seeking support must submit their application using the relevant application form. This form is available from the FEMS website, the FEMS Delegate or from FEMS Central Office.
3. The meeting organiser should provide general and budgetary information and append the full programme with a list of speakers. A tentative programme is sufficient to gain conditional approval only. FEMS must be informed of any liaison between the meeting and any other organisation other than the Federation.
4. The meeting organiser should obtain endorsement by the FEMS Delegate of his/her FEMS Member Society. In case of a multinational Member Society, or when the meeting is organised in another country, it is recommended that the meeting organiser obtains endorsement from the FEMS Member Society in the country in which the meeting is to be held. This contact needs to be made before the grant application is submitted to FEMS and the details of the contact person should be provided on the application form.
5. The complete application should be send to FEMS Central Office, where it should be received latest by March 1st of the calendar year preceding that in which the meeting is to be held.



## Review

6. The Grants Administrator at FEMS Central Office will scrutinise the application for completeness and eligibility.
7. The Grants Board will review and judge the application. Evaluation of the meeting will be based on:
  - The quality of the scientific programme;
  - The value-for-money outlined in the budget;
  - The probable impact of the meeting both nationally and internationally;
  - Its European dimension, evidenced by an international scientific committee and the fact that speakers and participants come from several European countries;
  - The inclusion of innovative areas of microbiology in the programme;
  - Evidence of efforts made by the organisers to attract young scientists.The Grants Board may, for budgetary or other reasons, attribute a smaller grant than requested; only in exceptional cases the maximum amount will be exceeded.
8. The decision will be communicated to the meeting organiser usually within two months after the deadline (March 1<sup>st</sup>).

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## Obligations

9. The meeting organiser is required to provide appropriate FEMS visibility (e.g. on printed materials, website, congress bags, notepads).

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10. FEMS may appoint a representative to attend a supported meeting. This representative will present a brief introduction during the opening session about FEMS and its aims and activities (To be announced in the Final programme). The registration is to be waived for this representative. Promotional materials will be sent to the meeting organiser from FEMS Central Office to ensure adequate FEMS visibility at the meeting (for example a power point presentation, posters, circulars, stand material).
11. Relevant meeting updates should be sent to FEMS Central Office. Whenever a final programme was not available at the time of evaluation, the Grants Board must approve such before funding will be authorised.
12. The meeting organiser will be provided with a claim form. This form should be completed and sent to FEMS Central Office. Payment will be made, after approval of the grantee list (see below) and Final programme, usually two to three months before the meeting takes place. The meeting organiser is responsible for distributing the Meeting Grant money to the selected Young Scientists and Invited Speakers and signing of their certificate of attendance.
13. The meeting organiser may contact the FEMS Publications Manager via FEMS Central Office (Publications department; [editing@fems-microbiology.org](mailto:editing@fems-microbiology.org)) to discuss possible publications arising from the meeting, such as thematic issues in FEMS journals.

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## Young Scientists & Invited Speakers

14. The FEMS Meeting Grant should be solely applied to support the attendance of Young Scientists (> 60%) and Invited Speakers (< 40%) – see above. For that aim, the meeting organiser will be provided with a Young Scientist Meeting Grant (YSMG) application form.
15. The meeting organisers should make the above-mentioned application form available to meeting attendants (through the meeting's website) and also receive the applications.
16. The meeting organiser will review the received YSMG applications.  
FEMS requires that a Young Scientists Meeting Grantee is:
  - A member of a FEMS Member Society or recommended by such member,
  - Younger than 36 years of age at the closing date of the meeting,
  - A working microbiologist and
  - A presenting author of the abstract.
17. The meeting organisers should select the YSMG grantees based on criteria defined by the meeting and those set by FEMS (see above). The Young Scientist is to be granted a maximum of 600 EUR and a minimum of 250 EUR. The Invited Speaker is to be granted a maximum 1000 EUR and a minimum of 400 EUR. The organiser should avoid selecting too many grantees from the same institution and/or country, and it may help to group applicants in those from (a) the country where the meeting is held, (b) neighbouring countries, and (c) remote countries. The organisers are also advised to waive all or at least 50% of the registration fees for the grantees (partly matching the FEMS Meeting Grant with meeting resources)
18. The meeting organiser will prepare the final grantees list stating names, full address details and the grant type and amount (For Young Scientists also provide: birthdays, members of which FEMS society, travelling distance). This list should be sent to FEMS Central Office latest two months before opening date of the meeting. (Application files do not need to be copied to FEMS).
19. The FEMS Grants Administrator will then send each grantee:
  - A grant certificate, and
  - A certificate of attendance.

20. The meeting organiser is responsible for:



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- Transferring the grant to the grantee, either before or at the meeting;
- Obtaining the certificate of attendance from each grantee and signing it, together with the grantee, as proof for transferring the grant to the grantee.
- Returning all double signed certificates of attendance to FEMS Central Office (within 30 days after the meeting)

21. FEMS encourages Invited Speakers and Young Scientists to submit a manuscript on their research work to a FEMS journal. Manuscripts will be subjected to the standard peer-review process.

## Report

22. The meeting organiser will be provided with a meeting report form. This form should be completed and sent to FEMS Central Office within 30 days after the meeting took place, together with all printed meeting materials (abstracts, proceedings, programme, etc.). Copies of photos taken at the meeting will be highly appreciated and will be considered for publication.

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A large, vertical, light green 'FEMS' logo consisting of the letters 'F', 'E', 'M', and 'S' stacked on top of each other in a bold, sans-serif font.

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