

FEMS Meeting Attendance Grant - Regulations



General

1. FEMS provides Meeting Attendance Grants to young European scientists wishing to attend microbiology meetings that are not supported by a FEMS Meetings Grant.
2. The maximum amount of a Meeting Attendance Grant is EUR 600, the minimum EUR 250. Meeting Attendance Grants may support attendance at meetings worldwide but preference will be given for meetings within the European area.

Applicants

3. A young scientist wishing to apply for a Meeting Attendance Grant should:
 - 3.1. be a member of a FEMS Member Society or – in special cases - recommended by such a member;
 - 3.2. be younger than 36 years of age at the closing date of the meeting;
 - 3.3. be an active microbiologist;
 - 3.4. be the presenting author of the abstract.

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Application

4. Applicants should first check whether the meeting she/he wishes to attend has not been awarded already with a FEMS Meeting Grant. A calendar of such FEMS Meetings is published on the FEMS website (www.fems-microbiology.org > Events > FEMS Meetings).
5. The application form for Meeting Attendance Grants is available through the FEMS website (www.fems-microbiology.org > Events > Grants).
6. A complete application should consist of:
 - 6.1. a completed and signed application form
 - 6.2. a *curriculum vitae* including a list of publications
 - 6.3. one letter of recommendation
 - 6.4. the abstract including a letter confirming its acceptance by the meeting organisers
 - 6.5. a photograph
7. The application should be submitted to the FEMS Grants Administrator, both by email to grants@fems-microbiology.org and by post (hard copy) to FEMS Central Office.
8. Complete applications should be received at FEMS Central Office by the deadline of:
 - 8.1. April 1, for attendance at meetings opening between May 1-September 30.
 - 8.2. September 1, for attendance at meetings opening between October 1-April 30.



Review

9. The FEMS Grant Administrator will examine the applications for completeness and eligibility.
10. The FEMS Grants Board will review and judge the applications based on:
 - 10.1. the applicant's profile/standing
 - 10.2. the quality of the accepted abstract
 - 10.3. the probable impact of the meeting, both nationally and internationally
 - 10.4. the travelling distance and cost

Grant

11. The Grants Administrator will provide each Meeting Attendance Grantee with:
 - 11.1. a FEMS Meeting Attendance Grant Certificate (to keep).
 - 11.2. a FEMS claim form
12. Those applicants not approved for a grant will also be informed.
13. The Grantee may claim her/his grant by returning the following documents to the Grants Administrator:
 - 13.1. the completed and signed Claim form
 - 13.2. a copy of the attendance certificate provided and signed by a meeting organiser;
 - 13.3. a copy of the travelling ticket.

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