

## General

1. FEMS provides Meeting Attendance Grants to young 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 500. 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 a working microbiologist;
  - 3.4. be the presenting author of the abstract.

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](mailto:fems@fems-microbiology.org)  
I: [www.fems-microbiology.org](http://www.fems-microbiology.org)

## 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](http://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](http://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](mailto: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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