Please complete this form and submit **ONLINE** to the FEBS Advanced Courses Committee via the FEBS website (at [***http://www.courses.febs.org/login***](http://www.courses.febs.org/login)) using **your personal Login**.

# (1) Title of Proposed FEBS Special Meeting

# (2) Name of Responsible Applicant

# (3) Address of Responsible Applicant

Phone:

Fax:

E-mail:

# (4) Venue or Location of the FEBS Special Meeting

**Phone:** **Fax:**

**A copy of the hotel booking reservation or confirmation must be included in the Appendix section of this document.**

# (5) Duration of the FEBS Special Meeting

|  |  |
| --- | --- |
| Exact dates of the Course: |  |
| Number of working days (nights): |  |
| Proposed deadline for applications |  |

(6) Proposed Attendance

## (Must match with participant number in the budget)

|  |  |
| --- | --- |
| **Invited Speakers:……** | **Young Scientists:……** |
| **Co-Organizers:……** | **Senior / Other Participants:……** |

# (7) Grant Requested from FEBS (in €uro): ……. €

(8) FEBS YTF Grants

## (The maximal number of YTF awards is 20% of young scientist participants. None of the candidates should receive more than 800 € as a YTF support. The conditions of the award are available at www.febs.org. YTF grants have to cover at least the registration fee (including accommodation and all meals), and may also cover travel costs. The 800 € rule does not apply for Trans-YTF grants.)

|  |  |
| --- | --- |
| **Request for YTF grant** | Yes/No |
| **Request for IUBMB trans-YTF Grants for** **non-FEBS Countries**(Asia, USA/Canada, Africa, South America) | Yes/No |

# (9) Grants from other Sources & Sponsors

## (Important - failure to inform FEBS about pending applications to other societies such as EMBO will make this application ineligible. Indicate to which institution(s)/company(ies) you applied and give the amount(s) pending / granted in €)

**Decision(s) pending:**

**Granted support:**

(please also attach copies of award letters to the Appendix section of this document)

# (10) Names & Addresses & e-mails of all Members of the Organizing Committee

(11) Experience in organizing FEBS (or other) courses

## (Please indicate here, your previous experience in organizing FEBS or other courses but note that experience is not a requirement for being funded by FEBS ACC)

(12) Justification of the Proposed FEBS Special Meeting

## (Need, importance, scientific as well as training content of the course - WHY is your course unique and how does the programme justify FEBS funding)

(13) Lecturers & Speakers Invited

## (Names, addresses & e-mail, scientific interest or field - indicate firm or tentative commitment – give tentative titles of the talks. At least 90% of the speakers must be confirmed, and two-thirds should be from the FEBS area. Aim to organize a gender and geographically balanced list.)

|  |  |
| --- | --- |
| **Lecturer Name and Affiliation** | **confirmed presence****Y/N** |
| Title of lecture:Name:Affiliation:PMIDs of top 5 publications:(if available any of the followings: ORCID/ h-index / Google Scholar)  |  |
| Title of lecture:Name:Affiliation:PMIDs of top 5 publications:(if available any of the followings: ORCID/ h-index / Google Scholar)  |  |
| Title of lecture:Name:Affiliation:PMIDs of top 5 publications:(if available any of the followings: ORCID/ h-index / Google Scholar)  |  |
| Title of lecture:Name:Affiliation:PMIDs of top 5 publications:(if available any of the followings: ORCID/ h-index / Google Scholar)  |  |

(If needed please extend this table with adding rows including the requested information.)

**Nomination of one *IUBMB Speaker***

(name & address, e-mail – if approved by IUBMB, costs up to 2.000 USD will be covered)

**IUBMB-Adhering** **or Associated-Adhering Body** **of Speaker** (i.e. ASBMB, FAOBMB etc.)

**Topic & Title of Lecture:**

(14) Detailed DAILY Scientific Programme & FEBS Special Meeting Calendar

## (Lectures, discussion, poster sessions, tutorials & training activities - you may use a scheme or diagram depicting the daily calendar indicating titles / topics)

(15) Particular Reasons for the Choice of Location

## (Describe the venue, lecture rooms, technical setup, housing and type of accommodation)

(16) Type & Distribution of Expected Participants

## (Training level, geographic distribution, selection criteria, national representation, other comments)

(17) Cost of Participation for Young Scientists versus Senior Scientists

## (Young scientist: PhD & Postdocs within 5 years after PhD;

## ALL-inclusive registration fee must be provided in €uro and figures must match the budget)

|  |  |  |
| --- | --- | --- |
| **A - Total all-inclusive registration fee** for **young scientists** is (in €uro): | **…....** | **€** |
| This all-inclusive registration fee **breaks down** into costs for: |  |  |
| **1.** Meals (breakfast, lunch & dinner) per day: | ……. | € |
| **2.** Accommodation per night (double / single occupancy): | ……. | € |
| **3.** Administrative part of registration fee: | ……. | € |
| **B - Total Registration Fee** for **Senior / Corporate Scientists** only if different from **A**: | **…....** | **€** |
| comment:  |

(18) On top of YTF grants, will any other Grants be Offered to Young Scientists?

## (Should still appear in column OTHER of the budgetary breakdown)

If yes, how many:

What will be their value (in €uro):

How will they be funded:

# (19) Appendices to this application

I confirm that the **CV of the main organiser** and the **proposed budget excel file** of this course together with the **doc and pdf format of this application form** are **uploaded to the FEBS website.**

**(20) Declaration of Membership in a FEBS Constituent Society**

**Hereby I declare that as the main organizer of the event I am a member of**

**…………………………….**

**[name and country of FEBS constituent society].**

# Date & Place:

# NAME & SIGNATURE of Responsible Course Organizer:

…..……………………...

# Appendix

**Hotel reservation confirmation**

**Information about other funding**