

Application for funds for workshops and conferences

Please file a written application to the Executive Board (EB) at least 3 months prior to the start date of your workshop/conference. The following details must be included in your application, which should be sent to application@hicforfair.de:

- ✓ Name and topic of the workshop/conference
- ✓ Start/end date and venue of the event
- ✓ Organizer(s) and contact person
- ✓ Expected number of participants
- ✓ Invited Key Note Speakers
- ✓ Total estimated costs
- ✓ Share of total costs covered by HIC for FAIR
- ✓ Classification of the workshop/conference in the respective HICforFAIR expert group (PB)
- ✓ Classification of the workshop/conference in the respective partner institution
- ✓ Written consent of the expert group leader (PBL)
- ✓ Written consent of the Scientific Council Member (SCM)

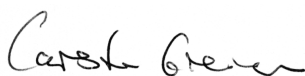
The organizing institution must cover all expenses first. After the event we ask you to submit an itemized list of financial expenses, and a final conference report that has to include all of the following information resp. attachments:

- ✓ Summary report of the conference (including name, topic, purpose, **relevance for FAIR**)
- ✓ List of participants
- ✓ Exact citation of any proceedings written
- ✓ Copy of any relevant press releases, newspaper articles, etc. about the event
- ✓ Copy of the poster of your workshop (to be sent to the following address: HIC for FAIR, c/o Johann Wolfgang Goethe-Universität, Max-von-Laue-Straße 1, 60438 Frankfurt/Main).

Both documents have to be signed by the contact person. All information should be sent in one file (.doc only) to application@hicforfair.de. After all your documents have been approved, all workshop/conference expenses will be reimbursed up to the amount granted by HIC for FAIR to the organizing partner institution.

Additional remarks:

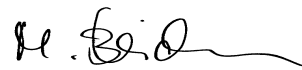
1. Please note that only complete applications will be processed.
2. The granted funds can be used only for **FAIR-relevant** scientific activities, and specifically, for those working in related fields. Please note that catering costs (conference dinner, coffee break, half-board, etc.) cannot be reimbursed.
3. The sponsorship by HIC for FAIR and the LOEWE initiative of the state of Hesse have to be duly mentioned and emphasized in the announcement, during the event, and in the final proceedings, publications, press releases, etc. The logos of HIC for FAIR, its partner institutions, and the LOEWE initiative should be used for this purpose.
4. The responsible organizer must ensure that granted funds will be spent according to the guidelines of the participating partner institution and in accordance with the HIC for FAIR official approval letter dated 17.10.2008.
5. Only when the report on the expenditure and the final conference report have been received by HIC for FAIR, will the funds be released. Then they can be requested by your partner institution.
6. Please submit the web address of your workshop/conference so that we can announce it on the HIC for FAIR web site.



Prof. Dr. Carsten Greiner



Gabriela Meyer



JProf. Dr. Marcus Bleicher