

2 - Support for Meetings / Workshops / Conferences

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Date	Change history
18 07 2007	Addition of annex C, application for conference/workshop support

2.1 - Introduction

Meetings/Workshops/Conferences may be organized by a Management Committee (MC) in any COST Member Country, which has signed the MoU of the Action. They should be open, in general, to the whole scientific community and act as a showcase for the activities of the Action (involving more preparation and expenses than Working Group meetings), and this may require specific support.

- **Support for Management Committee (MC), Working Group (WG) or Domain Committee (DC) meeting**

The organization of a **MC, WG or DC meeting** may require financial support which can be granted under the same terms and conditions although normally the local organizer should provide the facilities free of charge

- **Support for Workshops and Conferences and other COST events**

Normally a Workshop will have up to 80 participants and a Conference more than 80.

The Conference/Workshop should be organised in conjunction with a Management Committee meeting or other major scientific event in the field of the Action so that all members of the Committee can attend and so that eligible Management Committee or Technical Committee members are reimbursed.

One Conference/Workshop per year per Action is usual.

It may be necessary to organize the **final conference** of an Action after the formal end date of the Action. In this case it should be normally held within 3 months of the end date.

REQUEST FOR SUPPORT

A request for financing can be made by the local organiser after approval by the MC of the Action and the COST Office. This is subject to availability of funding.

2.2 – Supported organization costs

The following costs are eligible for support from the COST Office:

- Room and technical equipment rental;
- Photocopying, printing of programmes, flyers, book of abstracts, application forms, draft report etc.;
- Phone, fax, mailing costs for announcements, letters of confirmation;
- Personnel - staff involvement - or temporary recruitment of a secretary if necessary, or services of a Congress organising agency (if the Conference/Workshop is very large);
- Local transport - e.g. bus for field trips;
- Coffee breaks and light refreshments;
- Meals/dinners if deducted from the daily allowance of the reimbursed participants.

COST support is normally only a **contribution** to the total budget. Therefore the contributions from other sources to the organisation of the Workshop/Conference should also appear on the request (e.g. registration fees, sponsorship, contribution of local organiser or others). The contribution should normally not exceed € 10.000. **For a requested support of up to € 3.000 the contribution will be granted as fixed grant.**

Once the request has been approved, the COST Office will inform the Institute organising the Workshop/Conference as to the level of approved financing.

2.3 - Conference/Workshop Proceedings

If publication is requested, camera ready copies of the report should be submitted to the Science Officer who will, in collaboration with the COST central administration, arrange for its publication.

Although printing of proceedings are usually financed separately from the organization costs, they should nonetheless be mentioned in the financial request for the Conference/Workshop.

Alternatively, the publication of proceedings may also be arranged directly by the organizer or Delegate responsible for the Workshop/Conference; requirements of presentation and information of the planned publication must also be followed.

2.4 - Procedure for meeting support grants

A request for financing can be made by the local organiser after approval by the Management Committee to the COST Office. An on-line procedure for the application is under preparation.

I. Before the Workshop/Conference:

- Letter from local organiser/beneficiary (usually a member of the MC) to MC Chair requesting financial support to organise the meeting and indicating:
 - proposed location;
 - dates;
 - detailed draft programme (including names of sessions chairpersons and keynote speakers to be invited);
 - draft budget for organisation costs showing also contributions from other sources.
- Confirmation of the request by the MC Chair (on behalf of the MC) to the COST Office. For support requests above 3.000 €, a full financial breakdown to be provided to the COST Office;
- Registering and budget check by the COST Office;
- Acceptance letter to beneficiary issued by COST Office to be signed and returned by beneficiary.

II. After the Workshop/Conference:

Within 4 weeks after the event, the following documents must be sent to the COST Office by the organizer of the Workshop/Conference:




- A signed Payment request form (issued by COST Office) signed by the beneficiary;
- For grants exceeding 3.000 € a final financial account breakdown and supporting invoices for at least the amount of the requested support;
- Approval by the MC (Chair).

2.5 – Documents, Control and Audits

- The COST Office reserves the right to request additional documents for financial verification.
- All relevant financial documents have to be kept for 5 years for audit purposes.




Annex A: Sample Letter to the Beneficiary

(document produced by COST Office IT tool)

	COST Office 149 avenue Louise 1050 Brussels, Belgium
Tel: +32 (0)2 533 3800 Fax: +32 (0)2 533 3890 E-mail: office@cost.esf.org http://www.cost.esf.org	
Name Institution Address e-mail	
REFERENCE: COST-Workshop-Action <i>nr</i> -running <i>nr</i> Local Organiser: <i>name</i> , <i>Institution</i> Date: <i>start date</i> Place: <i>city (country)</i>	
Dear Mr/Ms. David Bremner,	
With reference to your application for a Workshop support grant within the COST scientific programme on Action name , I am pleased to notify you that the Management Committee of the COST Action <i>nr</i> has awarded a grant amounting to the fixed sum of X,00 € to:	
Account Holder : <i>name</i> Address : <i>street address</i> Country : <i>name</i> IBAN : <i>number</i> Swift : <i>number</i>	
for the COST <i>nr</i> Joint MC/WG meeting in <i>city (country)</i> from <i>start date</i> till <i>end date</i> , to be spent according to the rules for the organisation of COST workshops (see <i>COST Vademecum: 2 - Support for Meetings / Workshops / Conferences</i> ; http://www.cost.esf.org)	
You are requested to inform the COST Office whether you intend to take up this grant or not. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself.	
No later than 4 weeks after completion of the workshop, you must send your <u>scientific report</u> together with the <u>completed payment form</u> to the COST office in order to be eligible for reimbursement.	
Yours sincerely,	
SO name Science Officer	
<i>I read the document '2 - Support for Meetings / Workshops / Conferences' for the support for the organisation of a COST workshop and I accept this offer.</i>	
Local Organiser name:	
Signature: Date:	
 COST is supported by the EU RTD Framework Programme	 ESF provides the COST Office through an EC contract

Annex B: Sample Payment Request Form

(document produced by COST Office IT tool)

	COST Office 149 avenue Louise 1050 Brussels, Belgium
Tel: +32 (0)2 533 3800 Fax: +32 (0)2 533 3890 E-mail: office@cost.esf.org http://www.cost.esf.org	
MEETING FINANCIAL SUPPORT PAYMENT REQUEST FORM	
COST Action Number: <i>number</i> Local Organiser's Name and Institution: <i>name/Institution</i> Period: from <i>start date</i> to <i>end date</i> Place: <i>city (country)</i> Reference code: <i>COST-Workshop-Action nr-running nr</i> Claimed amount of the grant: <i>X,00 €</i>	
The above meeting has been successfully completed and the following documents are attached:	
<ul style="list-style-type: none">• Final financial statement for grants above <i>X,00 €</i>• Scientific report• Approval by the Management Committee (email)• Bank details as follows:	
Name of account holder: <i>Name</i>	
Name of Bank: <i>Bank name</i>	
Address of Bank: <i>Street address</i>	
IBAN Account number: <i>number</i>	
Bank SWIFT code or BIC: <i>number</i>	
IBAN and BIC code are mandatory for EU-27 countries and EFTA-countries. Without IBAN and BIC/SWIFT code, the Cost office will not be able to process your payment. IBAN: International Bank Account Number BIC: Bank Identifier Code (also called Swift address)	
Date:	Signature.....
For COST Office use: <hr/> <div style="display: flex; justify-content: space-between;">DateSignature</div>	
 COST is supported by the EU RTD Framework Programme	 ESF provides the COST Office through an EC contract

Annex C: application for conference/workshop support
 (excel form available under <http://www.cost.esf.org/guidelines>)

APPLICATION FOR CONFERENCE/WORKSHOP SUPPORT

COST Action:
 Place:
 Dates:
Local organiser
 Institution:
 Responsible person:

BREAKDOWN OF EXPENSES		APPLICATION			Final breakdown	
Item		Total expenses (Budget)	Local Organizer's Contribution	Requested COST support	Total expenses	COST support
		local curr. Currency	€	€	€	€
[1] Secretarial support (Personnel costs)						
[2] Administrative expenses - Office costs						
[3] Conference promotion						
[4a] Rental - meeting room(s)						
[4b] Rental - technical equipment						
[5] Coffee & lunch breaks refreshment						
[6] Dinner/s on (date/s)						
[7] Conference Proceedings						
[8] Others						
Total			0.00		0.00	0.00