

## Meeting Organisation

ProteoCure supports different types of meetings organisation (both ProteoCure meetings or and meetings co-organised by ProteoCure). These meetings should be in line with ProteoCure's objectives and be of interest to ProteoCure members.

Financial support can be requested for:

- Local Organiser Support (LOS): This is paid as a grant to cover the costs of organising the meeting. The maximum amount of LOS depends on the format of the Action (face-to-face, hybrid or virtual), the number of participants and the duration of the meeting. Reimbursement of travel expenses for participants in face-to-face meetings (according to the COST rules for reimbursement of travel expenses). It is paid on the basis of the cost of long-distance travel and a lump sum called Daily Allowance (for accommodation, meals, local transport, etc.).

### 1. Criteria for eligibility for a Meeting Organisation Support:

- The applicant should be a ProteoCure member and his/her institution part of COST member countries, Near Neighbour Countries or European RTD organisations ([www.cost.eu/Country Organisations Table](http://www.cost.eu/Country_Organisations_Table)).
- The meeting must demonstrate a clear benefit to ProteoCure in relation to the scientific and networking objectives outlined in the COST Action MoU. Translational projects (involvement of industry and clinicians) have high priority.
- For co-organised meeting, the COST Action should be fully integrated in the scientific programme and directly involved in the overall organisation of the event. This implies a good representation in the organising committee of COST Action participants and as speakers or session chairs at the event, i.e. at least 40%. In addition, a good representation of COST Action participants as audience and a fair share of local organiser costs and expenses related to invited speakers are also recommended.
- For co-organised meeting, COST shall be visible as a co-organiser on the event's specific website, publication and dissemination materials;
- Dissemination materials like meeting webpage, leaflets, brochures, flyers, infographics, training materials, reports shall use the [ProteoCure logos](https://proteocure.eu/wp-content/uploads/2023/01/3Logos.png) (<https://proteocure.eu/wp-content/uploads/2023/01/3Logos.png>). These materials shall state "This meeting is organised (or co-organised) by the COST Action ProteoCure, CA20113, supported by COST. COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation. [www.cost.eu](http://www.cost.eu)"

## **2. To apply:**

Use the application forms for Meeting organisation or co-organisation support available above.

The current deadlines for this Meeting Organization and Co-Organization call for 2023-24 is:

**Call application deadline: 7<sup>th</sup> of September 2023.**

**Approval of proposals: 15<sup>th</sup> of October 2023**

**The meeting must take place between 15<sup>th</sup> of November 2023 and 30<sup>th</sup> of September 2024**

*E-mail* your Meeting Organisation Grant Application Form entitled with your surname to the ProteoCure Meeting team (meetings at proteocure.eu). Please, write Meeting Organisation Grant Application in the subject line of your e-mail.

## **3. Budget calculation guidelines:**

Importantly, COST Actions do not sponsor events and administrative requirements must be followed to insure payment of the Local Organiser Support Grant and/or participant travel expenses reimbursement. [The Local Organiser Support grant cannot be used to cover VAT expenses](#), nor expense not listed in the list of eligible expenses according to COST rules. In the application form, the section “*Eligible Expenses for the LOS*” informs on the type of expenses to be covered by the LOS Grant and on the LOS Grant amount calculation. [Please, read it thoroughly.](#)

## **4. Online Meeting Grant registration**

The ProteoCure Grant Coordinator will inform you about the decision. Once notified of your proposal being accepted, you will be coordinating the administrative part of the organisation of the event with the ProteoCure Grant holder ‘proteocuregrantholder at cipf.es’. You will receive instructions to use the e-COST platform, through which you will receive your Local Organiser Grant letter.

You will be expected to use the support of the ProteoCure Core Group for the planning of the event. *I.e.* Consultation with the ProteoCure Chair and Vice-Chair, the meeting organisation coordinators, the Science Communication coordinators and the three ProteoCure Committees: Target group, Stakeholder and Networking.

## **5. Enjoy the meeting**

[The e-COST generated Attendance list must be used at your event! All participants should sign everyday they attend the meeting. Any reimbursement will require the signature of the person to claim expenses.](#)

It is required both for the Local Organiser Support payment and participants' reimbursement.

## **6. Final report and grant payment**

The Local Organiser Support (LOS) Grant is paid after the conference takes place and after approval of your report and supporting documents. The deadline to submit the report and supporting documents is 15 days from the end of the meeting.

The mandatory documents are:

- 1) A report, using the template available on the ProteoCure website: <https://proteocure.eu>, under the "Shared documents" page.  
*Please include photos for our Web page too.*
- 2) The e-COST generated Attendance List, signed by participants and the Local Organiser
- 3) Agenda and book of abstract
- 4) Copy of the invoices or receipts for expenses to be covered by the LOS. Invoices/Receipts must refer to the event and the expense concept(s) being clearly eligible according to COST rules. Any administrative or secretarial expenses must be justified with a timesheet specifying the tasks performed and the time, and such Excel sheet should be signed by the legal representative or equivalent of the institution of the Local Organiser.

Note that for participant reimbursements are processed individually, via submission of an Online Travel Reimbursement Request, using the e-COST platform. Participants receive the procedure guidelines individually.

**Contact info:**

If you have any doubt or need any additional information, you can contact our e-COST project manager: lpoidevin at cipf.es.