# FEMS Meeting Organizer Grant Application Form

## General Meeting Information

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| **Title of the event** | Click or tap here to enter text. | |
| **Aim and Scope** | Click or tap here to enter text. | |
| **Dates (YYYY-MM-DD)**Starting date | Click or tap here to enter text. | |
| Closing date | Click or tap here to enter text. | |
| **Venue** | Click or tap here to enter text. | |
| **Estimated number of participants** | Click or tap here to enter text. | |
| Professionals | Students | **Total** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Comments** | Click or tap here to enter text. | |
| **Communication** *Promoting your meeting*  *We will mention your meeting on our* [*Sponsored Events*](https://fems-microbiology.org/fems-activities/congress/events-calendar/) *list. If you have added your meeting as an* [*opportunity*](https://fems-microbiology.org/network/opportunities-board/)*, we will also link your opportunity to this list. If you have not yet added your meeting as an opportunity, you can still do so if you:*   1. *register for free via* [*http://fems-microbiology.org/membership-registration/*](http://fems-microbiology.org/membership-registration/) 2. *log in and follow the instructions of the* [*contributor guide*](https://fems-microbiology.org/wp-content/uploads/2017/02/Contributor-Guide-4.0.pdf) *or* [*video*](https://youtu.be/_FObclYoOdo) *to post an opportunity*   *If you do this, we will promote your meeting as follows:*   1. *your meeting details will appear on our website as an* [*opportunity*](https://fems-microbiology.org/network/opportunities-board/) 2. *we will tweet out the opportunity from* [*@FEMSTweets*](https://twitter.com/FEMSTweets) 3. *we will show a link to it on our homepage* 4. *we will link your opportunity to the* [*Sponsored Events*](https://fems-microbiology.org/fems-activities/congress/events-calendar/)   *We offer free promotion of your meeting via our communication channels. To this purpose, please complete the following questions and add* [*fems@fems-microbiology.org*](mailto:fems@fems-microbiology.org) *to the mailing list of your meeting*  *Tip: Follow us on* [*Twitter*](https://twitter.com/FEMSTweets) *to re-tweet the messages we send about your meeting.* | | |
| Website | Click or tap here to enter text. | |
| Event logo | *Please upload the event logo as an image file and attach it to the submission* | |
| Twitter account | Click or tap here to enter text. | |
| Facebook page | Click or tap here to enter text. | |
| Hashtag | Click or tap here to enter text. | |
| **Deadlines** FEMS Promotional materials | *Please inform us of the:*   * *Deadline to send printed material* Click or tap here to enter text. * *Deadline to send (graphic) materials for the Abstract/Programme book* Click or tap here to enter text. * *Deadline to send a Power point presentation to be shown at the meeting* Click or tap here to enter text. | |
| Abstract submission | Click or tap here to enter text. | |
| Registration | Click or tap here to enter text. | |
| **Additional information** Which subject categories apply to your meeting? | Choose an item. | |
| If you have a Professional congress organizer (PCO), what is the name of the PCO? | Click or tap here to enter text. | |
| *The FEMS Poster prize is related to a FEMS Journal. We will contact the meeting organizer to select the winning poster and send us information about the awardee, and arrange presenting of the award by FEMS at the Awards ceremony of your meeting and on your meeting website.*  *You can express your interest in publishing a Thematic Issue linked to the meeting with the FEMS Journals here. Note: commissioning of articles is to the FEMS Journals’ discretion. FEMS Journals do not publish congress proceedings or abstract books.* | | |
| The topics of the meeting are relevant for | Choose an item. | |
| Do you intend to publish a thematic issue related to the meeting with another publisher than FEMS? | Choose an item. | |
| Are you interested in publishing a thematic issue? | Choose an item. | |
| Are you interested in putting out a calls for papers for minireviews? | Choose an item. | |