# 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. | | | | |
| **Name meeting organizer** | Click or tap here to enter text. | | | | |
| **Corresponding contact** Name | Click or tap here to enter text. | | | | |
| Address | Click or tap here to enter text. | | | | |
| Tel | Click or tap here to enter text. | | | | |
| Email | Click or tap here to enter text. | | | | |
| **This event is organized…** | Choose an item. | | | | |
| **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** | 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. | | | | |

## 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:

* register for free via <http://fems-microbiology.org/membership-registration/>
* 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:

* your meeting details will appear on our website as an [opportunity](https://fems-microbiology.org/network/opportunities-board/)
* we will tweet out the opportunity from [@FEMSTweets](https://twitter.com/FEMSTweets)
* we will show a link to it on our homepage
* 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

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| 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. |

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| **Deadlines** What are your event’s deadlines? |  |
| 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. |

## Your meeting and the FEMS Journals

The FEMS Journals assist the microbiology community in education and development. We publish five highly regarded journals: [*FEMS Microbiology Ecology*](https://academic.oup.com/femsec)*,* [*FEMS Microbiology Letters*](https://academic.oup.com/femsle)*,* [*FEMS Microbiology Reviews*](https://academic.oup.com/femsre)*,* [*Pathogens and Disease*](https://academic.oup.com/femspd) and [*FEMS Yeast Research*](https://academic.oup.com/femsyr). Articles from our journals are downloaded over 3 million times annually (2016). You can express your interest in publishing a Thematic Issue linked to the meeting with the FEMS Journals here[[1]](#footnote-1).

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| 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. |

1. Commissioning of articles is to the FEMS Journals’ discretion. FEMS Journals do not publish congress proceedings or abstract books. [↑](#footnote-ref-1)