**FEMS Meeting Organizer Grant Report Form**

**GUIDELINES:**

Please attach this report form as well as the following documents to grants@fems-microbiology.org within one month after the FEMS-Sponsored meeting:

1. a scanned copy of the Meeting-Organizer-Grant ECS-List with signatures of the all the grantees co- signed by meeting organizer
2. an electronic copy of all materials distributed at your meeting (e.g. programme, brochure, posters etc), as well as images and copies of press coverage the meeting may have received.
3. your meeting’s final report

|  |  |
| --- | --- |
| Title: |  |
| Dates (from-to): |  |
| Duration in days (e.g. 3½ days) |  |
| Venue: |  |
| Contact Person: |  |
| Email: |  |
| FEMS Meeting Organizer Grant (€) |  |
|  | Hostcountry: | Neighbouringcountries: | Othercountries: | **Total:** |
| Number of participants: |  |  |  |  |
| Number of speakers: |  |  |  |  |
| Number of Invited Speakers supported by FEMS grant: |  |  |  |  |
| Number of Early Career Scientists supported by FEMS grants: |  |  |  |  |
| Number of Early Career scientists participants: |  |  |  |  |
| Date: | Signature: |

Please report here, summarizing the meeting in general, the scientific impact of the meeting.

Please report here, summarizing the how the Meeting Organizer Grant benefitted your meeting.

Please report here, summarizing the ways in which FEMS was represented at your meeting

If you have added images to this report, please add captions to these images here

If you have been commissioning content at this meeting for FEMS Journals, please report here how you experienced this (e.g. how many people did you approach, how did they react, how many agreed submissions did you receive):