# A green hexagon with white letter f and green dots  AI-generated content may be incorrect.FEMS Meeting Organizer Grant - Budget Information **Meeting**

|  |  |
| --- | --- |
| Title: | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |
| Venue: | Click or tap here to enter text. |

**Income** Amounts in EUR only

|  |
| --- |
| **Registration fee** |
| Regular | € e.g. 123.45 |
| Students | € e.g. 123.45 |
| Early Career Scientists | € e.g. 123.45 |
| **Trade Exhibition** | € e.g. 123.45 |
| Grants | **please tick:** | **applied** | **granted** |  |
| 1 | FEMS Meeting Grant (requested amount) | ☐ | ☐ | € e.g. 123.45 |
| 2 | Organising Society | ☐ | ☐ | € e.g. 123.45 |
| 3 | University/Academy | ☐ | ☐ | € e.g. 123.45 |
| 4 | Other, please specify: Click or tap here toenter text. | ☐ | ☐ | € e.g. 123.45 |
| 5 | Other, please specify: Click or tap here toenter text. | ☐ | ☐ | € e.g. 123.45 |
| **Surplus on meals/accommodation** | **€ e.g. 123.45** |
|  |
| **Total income** | **€** e.g. 123.45 |

# **Expenditure**

**Accommodation / Hire Charges:**

|  |  |  |
| --- | --- | --- |
|  | **Cost** | **FEMS Grant amount covering cost** |
| Hire of Lecture Rooms | € e.g. 123.45 |  |
| Hire of Other Rooms | € e.g. 123.45 |  |
| Hire of Poster Boards | € e.g. 123.45 |  |
| Hire of Audio-Visual Equipment | € e.g. 123.45 |  |
| Audio-Visual Technicians | € e.g. 123.45 |  |
| Invited Speakers Travel | € e.g. 123.45 |  |
| Invited Speakers Accommodation / Meals | € e.g. 123.45 |  |
| Student/ECR support | € e.g. 123.45 |  |
| **Total FEMS Grant amount applied:** |  |

**Secretariat:**

|  |  |  |
| --- | --- | --- |
|  | **Cost** | **FEMS Grant amount covering cost** |
| Circulars | € e.g. 123.45 |  |
| Website | € e.g. 123.45 |  |
| Stationary / Photocopying | € e.g. 123.45 |  |
| Postage | € e.g. 123.45 |  |
| Telecom costs | € e.g. 123.45 |  |
| Secretarial Assistance | € e.g. 123.45 |  |
| Committee Travel | € e.g. 123.45 |  |
| **Total FEMS Grant amount applied:** |  |

**Delegate Services:**

|  |  |  |
| --- | --- | --- |
|  | **Cost** | **FEMS Grant amount covering cost** |
| Programme / Abstracts Book | € e.g. 123.45 |  |
| Congress app (if applicable) | € e.g. 123.45 |  |
| Participants List / Maps, etc. | € e.g. 123.45 |  |
| Bags & Badges | € e.g. 123.45 |  |
| Conference Transport | € e.g. 123.45 |  |
| Receptions | € e.g. 123.45 |  |
| Excursions | € e.g. 123.45 |  |
| Other (please specify): Click here to enter text. | € e.g. 123.45 |  |
| Laboratory Supplies (only for Workshop Applications) | € e.g. 123.45 |  |
| Contingency | € e.g. 123.45 |  |
| **Total FEMS Grant amount applied:** |  |
|  |  |
| **TOTAL EXPENDITURE** | **€** e.g. 123.45 |