**Funding request Scientific Meeting**

By completing this form you may apply for financial support from **4TU.AMI** for organizing scientific meetings such as workshops, colloquia, mini-symposia and summer schools. **The maximum amount of support is €5000,** but in individual cases, the Management Team (MT) of **4TU.AMI** may allow higher requests.

Criteria

* The 4TU.AMI community is part of the target audience of the meeting.
* To be considered for funding, the application should include **organizers from at least two of the five Institutes of 4TU.AMI**.
* The **4TU.AMI** support for the scientific meeting has to be acknowledged in corresponding documents and on websites.

Completion of this form constitutes the first stage in acquiring support. The application will be assessed by the Management Team of **4TU.AMI** on its scientific merit, its visibility in the community and its relevance in strengthening collaborations with **4TU.AMI**.

Applications can be submitted continuously and will be evaluated by the **4TU.AMI** Management Team during their bimonthly meetings. Applicants will be notified of the MT’s decision within two weeks after the decision has been made.

After your scientific meeting, a short scientific report of the event and an invoice with a financial statement documenting your meeting has to be send to **4TU.AMI**. Note that photos of the meeting and a press release or popularized summary are much appreciated.

Please complete this form and send it in a single pdf file to ami@4tu.nl.

**FUNDING REQUEST SCIENTIFIC MEETING**

**Type of scientific meeting: workshops, colloquia, mini-symposia, summer schools**

**Title** ------------------------------------------------------------------------------

**Location** ------------------------------------------------------------------------------

**Date** ------------------------------------------------------------------------------

**Organization** ------------------------------------------------------------------------------

**Main organizer** ------------------------------------------------------------------------------

**Contact address** ------------------------------------------------------------------------------

**Telephone number** ------------------------------------------------------------------------------

**E-mail address** ------------------------------------------------------------------------------

**Names of co-organizers** ------------------------------------------------------------------------------

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**Amount of financial support requested:** € -------

**MEETING DETAILS**

Please attach the following:

* Description of the scientific meeting
* Program outline
* Statement on the meeting’s relation to **4TU.AMI**
* Draft budget
The budget plan needs to make clear where the remaining part of the funding comes from, what the registration fee is for the participants, and what the motivation is for this amount. Please keep in mind that **4TU.AMI** can only sponsor the scientific part of the meeting.