**SUPPORT REQUEST FORM**

**FUNDING OF SCIENTIFIC EVENTS**

***(Colloquia, seminars, workshops, training, etc.)***

*The application can be prepared in French or English.*

*The final document must not exceed 5 pages and should be sent in Word and pdf formats.*

**Important - Note for applicants:**

* Applicants agree to the general terms of the PAA, notably the terms and conditions of financing.
* Applications must be received before the deadline and following the schedule indicated in the terms.

**APPLICANT**

|  |  |
| --- | --- |
| **NAME and first name of the applicant**  |  |
| **Email(s)**  |  |
| **Telephone number(s)** |  |
| **CeMEB unit**  |  |

**DESCRIPTION OF THE EVENT**

**TYPE OF EVENT** (symposium, workshop, seminar, training, etc.):

**FRENCH TITLE** :

**ENGLISH TITLE** :

**COMPOSITION OF THE TEAM ORGANISING THE EVENT**: (NAMES, affiliation and emails):

**DATE(S): PLACE:**

**WEBSITE** (if any):

**DESCRIPTION OF THE EVENT**(1 to 2 pages)**:**

*Objectives:*

*Content (include the final or provisional programme in the final document):*

*Speakers contacted (distinguish between members of the CeMEB community and others):*

*Target public (within the CeMEB community and more generally):*

*Approximate number of participants expected:*

*Details of how the announcement of the conference and planned registration procedures will be disseminated (internet link, etc.):*

*Contribution of this event and added value for the CeMEB community:*

**PRESENTATION** IN ENGLISH (10 lines; will be used for dissemination on the LabEx website):

**DETAILED BUDGET**

|  |  |
| --- | --- |
| **EXPENSES** (add more lines if necessary) | **AMOUNT** |
|  |  |
|  |  |
| **TOTAL**  |  |

**CO-FINANCING:**

|  |  |  |
| --- | --- | --- |
| **ORGANISATION** | **AMOUNT** | **ACQUIRED (A) or REQUESTED (R)**  |
|  |  |  |
|  |  |  |
|  |  |  |

**CEMEB SUPPORT:**

**REMINDER: LabEx financing can take one or other of following modalities:**

* **Modality 1 - Typical:** CeMEB directly covers certain expenses linked to the organisation of the event. In this case, the organizers must send the estimate for the planned service/ mission to cemeb-gestion@umontpellier.fr, up to the amount allocated by the LabEx. Once it is confirmed that the financial framework and the purchasing procedures of the University of Montpellier have been followed, CeMEB will send a purchase order for the execution of this service/mission. Any invoice that is not backed by a purchase order issued by LabEx will not be paid
* **Modality 2 - Exceptionally:** Payment of a grant. This method requires authorisation from the University’s Board of Directors. Payment will be made within 4 to 5 months after the announcement of the results of the selection. Applicants are responsible for managing the grant awarded by CeMEB if the money cannot be paid before the date of the event.

***IMPORTANT:* Applications for support must** indicate the total amount requested and must specify the expenses that can be covered by CeMEB. Eligible expenditure includes:

* Trips: name of guests, origin, travel expenses (air/train), number of hotel nights, etc.
* Meals (coffee break, lunch, dinner): number of people expected
* Printing costs: estimate or quote
* Video services: estimate or quote

***Amount requested from CeMEB LabEx****:* ………………. € (max. €3000)

**Details of expenses covered by CeMEB:**

**SIGNATURES**

|  |  |
| --- | --- |
| **APPLICANT** | **UNIT DIRECTOR** |
|  |  |