

## ESE Small Meeting Grant Application

European Society of Endocrinology (ESE) Small Meeting Grants are available to support the organisation of an endocrine related meeting, such as a symposium, workshop, conference or training course, which has been endorsed by the Society. Applications for the ESE Small Meeting Grant and ESE Endorsement can be made at the same time.

The objective is to further support the development of endocrine education in Europe, which is a priority strategic objective of ESE.

Applications can be submitted for non-ESE events, either a one-off meeting or for a meeting which has been held as a regular series of events or repeat events. For repeat or a series of events then ESE will provide funding only once in a five-year period.

Important information to note:

- The symposium, workshop, conference or training course must be endocrine-related.
- If the application is approved, the meeting materials, including website, flyers, programme books etc, should include a link to the Society website ([www.ese-hormones.org](http://www.ese-hormones.org)) and the statement "This [symposium, workshop, conference or training course] has been endorsed by the European Society of Endocrinology who has also provided financial support through an ESE Small Meeting Grant".
- After the meeting, the applicant should provide the Society with a short report including: the scientific content of the meeting and key scientific or clinical highlights; delegate demographics and numbers (geographical location, area of interest, professional role etc). The report must be submitted to the Society no later than 1 month after the event. Please note that, space allowing, reports may be published in the ESE Newsletter, ESE News, and therefore needs to be presented in an easy to read style. Reports may be edited if space is an issue.
- ESE will publicise the symposium, workshop, conference or training course on the Society's website and include in the monthly email alert sent to members. The organiser must also advertise the symposium, workshop, conference or training course to its own contacts.
- ESE may send literature that should be displayed and distributed at the event.

Applications for the ESE Small Meeting Grant must be received by the deadlines stated. Retrospective applications will not be considered. There is a limited amount of funding available for the ESE Small Meeting Grants and the Treasurer's decision is final. The maximum value of each grant is €2500.

The application form follows on the next page.

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# ESE Small Meeting Grant Application Form

## SECTION 1: Applicant details

APPLICANT'S NAME

APPLICANT'S EMAIL

INSTITUTION

## SECTION 2: Event details

EVENT TITLE

EVENT LOCATION

EVENT DATE(S)    TO    (eg. basic scientists, clinicians, nurses, early-career or senior endocrinologists etc)

EXPECTED NUMBER OF DELEGATES  EXPECTED DELEGATE DEOGRAPHIC

IS THIS A REPEAT MEETING?  YES  NO IF YES, PLEASE STATE FREQUENCY OF MEETINGS  (eg. quarterly, annually, bi-annually etc)

## SECTION 3: Scientific Programme

Please attach to the application the scientific programme and a list of the programme organising committee members (name and country)

## SECTION 4: Amount required and payment information

The maximum value of each grant is €2500. Please confirm the amount of funding being applied for and if the funding will be used for a specific item or for general meeting expenses.

AMOUNT APPLIED FOR €  (in Euros) EXPECTED USE FOR FUNDING

Payment will be made to an organisation/institutional account only upon acceptance of the Small Meeting Grant application

NAME OF BANK

IBAN NUMBER:  BIC/SWIFT CODE:

NB: Please note that if the symposium, workshop, conference or training course does not take place for any reason following payment of the small meeting grant, ESE reserves the right to request repayment of the grant in full.

Where did you hear about the ESE Small Meeting Grant:  COLLEAGUE  ESE WEBSITE  ECE OR ESE TRAINING COURSE  SEARCH ENGINE  OTHER

SIGNATURE:

NAME:

DATE:

This completed application form, together with the request for ESE Endorsement (please see item 3 and 4 in the document [Securing European Society of Endocrinology endorsement \(pdf\) \(174kb\)](#) should be sent to the ESE Office by email ([info@euro-endo.org](mailto:info@euro-endo.org)), preferably as a single pdf file. Incomplete applications will not be considered.

**SAVE & PRINT**

[www.ese-hormones.org](http://www.ese-hormones.org)

