

Guidelines for applying for a subsidy for organizing symposia or conferences

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Basic principles: Speakers

- A (mid)day symposium is much cheaper than a conference with overnight stay(s)!
- Generally, the speakers' hotel, breakfast and lunch are paid for by the organiser
- It is also customary to have at least one conference dinner with the speakers
- Other dinners as far as the budget allows
- It is very common for speakers to pay for their own transportation (can often be declared at their own university). Exceptions (in whole or in part) can be made for poor PhDs or alumni.
- It is very unusual to pay a speaker a honorarium for a lecture, unless they have to live from such income (e.g. artists or writers).

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Basic Principles: Attendants

- It is not unusual for attendants to (co-)pay for lunches or dinners in which they (want to) participate.
- Attendants can even be asked for a financial contribution to the conference (registration fee).
- Attendants generally also arrange their own accommodation, ideally at hotels recommended by the organisation.

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What can be applied for and where?

- Your own bench fee
- At your own university / organization (research institute, international office, own department or disciplinary group)
- AT WPs of Anchoring (usually between 100-500 Eur.)
- At research groups of OIKOS (usually between 100-500 Eur.)
- At Anchoring office
- a) Foreign speaker's fund (max. 2000)
- b) Larger contribution (from reserves).

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Rules for larger contribution

- 1) The theme must fit the program. (The board decides on this.)
- 2) There must be a surplus in the budget from which the subsidy can be financed.
- 3) We only finance the costs of the conference, but not publication costs or editorial work. (The Open Access costs are included if the proceedings are published in the Euhormos series.)
- 4) If Anchoring makes a substantial contribution, access to the conference during the day must be free for all OIKOS members. However, the conference organizers may ask for a contribution for lunch, dinner and overnight stays.
- 5) The program is based on matching. This means that the program never funds more than 50% of the conference. In doing so, the organizers must first approach the leaders of the (relevant) Work Packages to ask what they can contribute. This amount is then supplemented from central resources.
- 6) The contribution from the Anchoring program is a guarantee subsidy. If the conference ultimately turns out to cost less, the Anchoring program is the first to be paid back.

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Publications

- Report them with full biographical details to Anchoring coordinators.
- Rider (Under “About Us” on the website: [Documents & downloads | Anchoring Innovation](#)):

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- Open access subsidy (for articles up to E. 2000) and/or in Repository of your own university.

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