

Guidelines for NCCR Kidney.CH Event Support

Kidney.CH supports educational and networking activities (i.e. conferences and workshops) in the frame of renal research. Scientists /clinicians organizing or participating in the organization of such events are eligible to apply for financial support from the NCCR Kidney.CH.

Application for event funding should be submitted to the Management Office (MO) electronically at least 2 month prior to the event.

The application should consist of the following information:

1. Name of contact person
2. Name, concept and type of event, target audience, date, duration and location of event
3. Relevance of the event to renal research or NCCR Kidney.CH
4. Outline of schedule (incl. invited/confirmed lecturers, workshop topics, etc.)
5. Detailed budget (expenses and income including a list of additional funds being received, fees etc.)
6. Co-organizers, co-sponsors

Once the MO has received the application it will be assessed and decided on it within the responsible Kidney.CH committees (Managing team and/or Steering Committee).

Related to the event funding, it is mandatory to state the NCCR Kidney.CH as sponsor and present its logo accordingly. In addition, a short résumé about the event is requested, which might be published by the Kidney.CH Newsletter.

After the event, a final accounting (spent and unused funds) has to be sent to the MO. Please note that unspent funds have to be returned to the NCCR Kidney.CH

If you need any assistance in preparing the documentation or need clarity about its contents, please don't hesitate to contact us.

Contact

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