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# FEBS-IUBMB-ENABLE 2022 CONFERENCE

Call for applications for hosting institutions

The application should be a maximum of 5 pages.

1. **General Information:**

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| **Applicant Details** |
| Institution |  |
| Main Contact Person (Name, surname) |  |
| Contact email |  |
| Contact phone number  |  |
| Address  |  |
| Legal representative (Name, surname) |  |

Is your institution located in a country that has a national Biochemistry and Molecular Biology Society that is a [Constituent Society of FEBS](https://www.febs.org/our-members/) (*i.e.* is a *FEBS country*) or has [an IUBMB Adhering Body or Associate Adhering Body](https://iubmb.org/about/adhering-bodies-and-associate-adhering-bodies/) (*i.e* is an *IUBMB country*)?

Please tick which is applicable:

FEBS country

IUBMB country

Both

Neither

1. **Description of the institution (max. 300 words)**

Please describe in detail your institution, the major research areas, the main financial support and HR available to implement the event.

1. **Description of the training programme or activities undertaken to support doctoral (and postdoctoral, if applicable) researchers (max. 300 words)**
2. **Description of the young researchers’ council or association at the institution (max. 300 words)**

If your institution has an association, please explain the composition of the association, the professional level (PhD student or postdoctoral fellow), and the activities organised. If these students or fellows have previous experience in organising events, please provide details.

1. **Description of the administrative structure devoted to providing support to young researchers (Academic Office or similar) and its experience in event management. (max. 300 words).**
2. **Implementation (max. 300 words)**
Explain the resources available at your institution that might be needed to implement the action. Include here previous experience of the institution in organising scientific events. For example, venue with suitable capacity and requirements for the planned activities (main auditorium with 250-300 places, rooms for workshops, open-plan area for a job fair). If you wish, list 3 to 5 topics that you would like to address during the event.
3. **Budget proposal**

Complete the Excel sheet containing the template for the budget following the example provided and taking into account the standard prices of your country. Please bear in mind that the amounts are an estimation of the costs of the event. If you have any doubts, please contact info@enablenetwork.eu.

I hereby consent to ENABLE partners (FEBS, IUBMB, IRB Barcelona, RIMLS, CRP and SEMM) registering my contact details and information about my participation in FEBS-IUBMB-ENABLE call for applicants and the ENABLE partners passing on my contact details to the organizers of the conference until I revoke my consent.

YES

NO

I hereby consent to ENABLE partners registering my contact details and subsequently contacting me by email with information and newsletters, invitations to conferences etc. FEBS-IUBMB-ENABLE network may store contact details until I revoke my consent.

YES

NO

**Name of the legal representative of the institution:**

**Signature:**

**Date:**