

COST ACTION CA17118 - IDENTIFYING BIOMARKERS THROUGH TRANSLATIONAL RESEARCH FOR PREVENTION AND STRATIFICATION OF COLORECTAL CANCER (TRANSCOLOCAN)

Local organizer duties

- COST meetings, workshops, conferences and training schools are organized with help of a local organizer from the Action.
- Organizational expenses linked to hosting a meeting can be claimed under the 'Local Organizer Support' mechanism (see Vademecum Section 7: Local Organizer Support).
- Comply carefully with COST rules (Vademecum) regarding reimbursement modalities, eligible and on-eligible expenses for Local Organizer Support.
- Taking care of the local organization of meetings/training schools mainly includes looking for a meeting room, catering, dinner and suggested local accommodation for participants.
- Overspending is not permitted and non-expensive options are required. Being careful with the Action's expenditure permits more participants to attend activities. As an example, special rates for accommodation can be negotiated and hotels should be just comfortable.
- Meeting room can be offered free by the host institution.
- Catering should be for coffee breaks, refreshments and light lunches (light lunches are wraps / sandwiches / finger food etc.).
- Facilitate hotel reservations for the meeting participants (group bookings are not permitted).
- Make open estimated reservations for dinner in restaurants allowing it. Closed dinner reservations are not encouraged (attendance to dinner is not compulsory and number of guests is sometimes difficult to predict).
- Help prepare the meeting agenda and other documentation for the meeting. Have copies available for participants on site.
- Remind participants to sign the attendance list every day and keep track of it. Participants not signing will not be reimbursed. At the end of the meeting, hand it to the Action chair. Signatures can also be used to calculate the local organizer support.
- Guidance for meeting/training school about airport and local transport, venue, and host city is also advised.
- In the case of workshops and conferences, preferentially for the large events open to the scientific community, looking for sponsorships and implementing a registration fee will be necessary to cover all expenses.