



TERMS AND CONDITIONS OF THE CONGRESSI STEFANO FRANSCINI FOR THE AWARDING OF SUBSIDIES FOR THE PROMOTION OF INTERNATIONAL CONFERENCES AT MONTE VERITÀ

2017

September, 2015

1 PROMOTION OF SCIENTIFIC CONFERENCES

The Congressi Stefano Franscini (hereinafter called "CSF") is a financial contributor to the promotion of international conferences. These subsidies are intended to support the organization of conferences at the Monte Verità Conference Centre whereby **the conditions of the Conference Centre apply**. Such events are to promote the development of Swiss research by encouraging international exchange. For these conferences, the CSF envisages the **following format**:

- **Three to five days' duration**
- **Minimum number of participants: 50**
- **Head applicant and at least one co-applicant**, one of which working at a Swiss academic institution.

The promotion of repeat conferences (series) is possible, as long as the topics of the projects are clearly distinct. For the promotion of educational conferences (e.g. graduate schools), please refer to Dr. Chiara Cometta (chiara.cometta@csf.ethz.ch) for information on the CSF offer called "ETH Winter Schools@Monte Verità".

2 FORMAL CONDITIONS FOR APPLICATION

Applications may be presented by any individual (physical person) who is involved in non-commercial scientific or humanistic research in a private or public institution with a registered office in Switzerland.

Applications must be submitted through the CSF online Platform at www.csf.ethz.ch using the official Application Form and must include all required information and documents.

3 EVALUATION CRITERIA

Responsibility for the scientific evaluation of proposals lies with the CSF Scientific Board. The Board is entitled to solicit written opinions from outside experts for their scientific assessment. The applicants are entitled to submit, along with their application, positive or negative lists, i.e. lists of names and addresses of experts.

The scientific quality and the outline of the program, its structure and coherence, are decisive in the evaluation. The Scientific Board will evaluate the applications on the basis of the following set of criteria:

A) Scientific quality:

- Scientific significance of the project
- Originality of the questions asked and relevance of the topics
- Previous scientific achievements and professional competence of the applicants

B) Interdisciplinary and diversity

- Interdisciplinary character
- Internationality of the speakers and participants
- Involvement of a variety of institutions
- Involvement of both experienced and young scientists
- Sensitivity for gender diversity regarding the invited speakers. It is expected that the percentage of women amongst the invited speakers reflects the situation in the conference main scientific discipline. (Please indicate the gender of the invited speaker explicitly in your speakers list).

C) Organizational aspects

- Structure and coherence of the proposed program
- International advertisement of the conference
- Feasibility of the project and of the program

D) Financial aspects

- Amount and source of third party funding
- Ratio of invited/paying participants reflecting the financial possibilities

In case of acceptance by the CSF Scientific Board, the applicant receives an acceptance letter stating the calendar date when the conference will take place and the amount of **subsidy allocated ("Kostendach")**. Upon acceptance an applicant is considered to be an **Organizer** of a CSF conference.

4 CSF SUBSIDY

The direct subsidy provided by the CSF to organizers amounts to CHF 2'000 per conference day. The maximum amount that can be allocated is CHF 10'000.-, for a 5 days conference.

In addition to that the CSF indirectly subsidizes the conference in two ways:

- The CSF subsidizes the costs of conference rooms up to a maximum of CHF 1'400 per day. This is the lump-sum for all rooms at the congress center Monte Verità per day. The maximum amount the CSF will cover for the conference rooms is CHF 7'000.-, for a 5-days conference. Should the organizer spend less than the above maximum amount per day, the difference will be added to the direct subsidy.
- The CSF subsidizes the costs of bedrooms at the Congress Center Monte Verità. The prices the CSF has agreed upon with the Congress Center Monte Verità are listed in the document "Price List_CSF2017"

The number of **accompanying persons** accommodated at Hotel Monte Verità must be reasonably low, up to a maximum of 10% of the number of participants; else we recommend accommodation in external hotels. Rooms for accompanying persons will be subsidized only up to 10% of the number of participants.

Bedrooms for pre- and post-conference overnight stays will not be subsidized either.

The CSF subsidy may be used **for travel and accommodation costs of speakers and organizers** (provision of a copy of flight/train ticket, and receipts, respectively). Travel refunds will cover:

- International travel: at the cheapest economy rate
- National travel (within CH): train ticket 2nd class
- For speakers travelling by car:
 - Distances over 200km: equivalent of train ticket, 2nd class
 - Distances under 200km: accounting 0.60 CHF/km

The CSF subsidy may be used for grants for participants. Costs for secretarial work, salaries, general administration, etc. are not funded through the CSF.

5 RIGHTS AND OBLIGATIONS OF APPLICANTS

The data stated in the Application Form are binding, and serve as the basis for the determination of the subsidy, as well as for the offer issued by the Monte Verità Conference Centre for hotel rooms of non-self-paying participants (e.g. invited speakers, organizers). Before signing this offer, the data given in the Application Form can be updated (e.g. number of invited speakers). The signed offer is considered as a contract between the applicant and the Monte Verità Conference Centre whereby the conditions of the Conference Centre apply. Should the applicants not fulfil the stated conditions, or if they misuse the CSF subsidy or violate the existing terms and conditions or other provisions applicable to the subsidy, in spite of written warning, the CSF will be entitled to reduce its subsidy or to refuse to effect any payment. In the event of serious breaches, the CSF will be entitled to exclude the person responsible from any further application for a period of up to five years.

The applicant is responsible for all aspects of the conference and is obliged to carry out the research work with the required diligence and according to the rules of best scientific practice and, furthermore, must ensure the flawless execution and high scientific standard of the conference.

The applicant agrees to use the CSF Online Platform as is for the registration of conference participants and all other organizational aspects. The CSF will provide an user manual and all needed support. Furthermore the applicant agrees to use on the conference Web Page a template text provided by the CSF detailing the payment methods for registration fees and for accommodation fees. Once the application has been approved, information about payment modalities for registration fees and accommodation fees will be sent to organizers 6-7 months before start of the conference.

Should it not be possible to successfully hold the planned conference, the applicant may present the CSF with a written request for **postponement**. This request must be received by the CSF at least **six months** prior to the beginning of the conference; otherwise cancellation fees will be applied and billed to the applicant through the Monte Verità Conference Centre.

No later than one week after the conference, the CSF must receive a written **scientific report** indicating the theme and aims of the conference, its main results and achievements and an acknowledgement of the funding sources (maximum two pages). Upon receiving the scientific report, the CSF subsidy will be released.