

INF Meeting Request Policy

Revised December 2020

Application for requesting support from the International Neuroendocrine Federation (INF) for meetings, workshops, symposia and other related meetings.

The INF is incorporated as a non-profit [501.3(c)] entity in the State of Pennsylvania in the USA. One of its goals is to support the field of neuroendocrinology throughout the world. One of the mechanisms the INF uses to meet this goal is to support educational efforts, with a focus on increasing participation by student and postdoctoral trainees and those from areas with less resources.

The meeting or event being supported must have a strong and unambiguous neuroendocrine theme that is reflected in the title. If your request is approved, the INF logo should be displayed on future materials and support acknowledged.

Please provide the following information about your planned event. The INF executive board will review this within one month of receipt. Funding decisions will also take into account the nature of the event and potential impact on the field as defined below, the current INF financial situation, the need to maintain tax-exempt status of the INF, other pending requests and the past grants of funds to the requestor.

1. Briefly describe the event (200 words).
2. Specify what efforts are being undertaken to facilitate participation by those in training (including those working in neuroendocrinology and those who may be attracted to neuroendocrinology). (200 words)
3. Specify what efforts are being undertaken to facilitate participation by individuals from what the International Monetary Fund (IMF) designates as emerging or developing economies. (Note this is not an endorsement of IMF policies or classifications by the INF). (200 words)
4. A preliminary program must be attached, additional literature may be included.
 - a. List international participants by country, indicating their role (e.g., speaker, workshop leader)
 - b. Highlight programming focused on trainees and/or career development
5. Describe how INF support will be acknowledged on materials and at the event. (100 words)
6. Identify other sources of support that have been obtained and for which applications are pending
7. Indicate why INF support is needed and specify how INF support is to be used (please attached a preliminary budget) (200 words)
8. Indicate how event proceedings will be made available to the neuroendocrine community (100 words)
9. Preferential registration rates should be provided to members of INF-associated societies.