**Application for EACR Meeting Sponsorship**

**Only for National Societies affiliated to the EACR**

The EACR highly values our partnership with the National Societies who have affiliated to us. We also recognise the importance of national society meetings to the cancer research community and the further development and success of national societies.

We welcome applications for sponsorship of national society meetings that meet the criteria set out in these guidelines. With many national societies affiliated to the EACR it will not be possible to sponsor a society’s annual meeting every year. We are keen to target our support towards meetings where interaction and engagement for participants are the very highest priorities.

**Eligibility**

* The event must be organised by a National Society affiliated to the EACR
* The event must be organised in the society’s own country unless it is organised in partnership with another EACR-affiliated national society.

In addition, we ask you to make clear in your application what efforts you have made to ensure a diversity of speakers in terms of geography, gender and career stage.

**How to Apply**

Complete the application form and submit it by the deadline to Andrew Binns, Membership Manager, [andrew.binns@eacr.org](mailto:andrew.binns@eacr.org). Applications will be considered by the EACR office taking into account the guidance given in the application form You can expect a response within one calendar month.

**Application Deadlines**

Applications will be accepted year-round but **must be submitted at least 4 months before the start** of the conference/meeting/workshop/congress.

**What amount of sponsorship can we apply for?**

|  |  |
| --- | --- |
| **Meeting Sponsorship** | **Up to €1,000** which includes sponsorship of a speaker chosen for an EACR Sponsored Lecture. |
| **Poster Prize(s)** | **Up to 3 EACR Poster Prizes. Registration(s) to attend the annual EACR Congress (or EACR conference)**  Some prizes winners may not be at a stage where they can present their work at the EACR Congress so a registration to an in-person or virtual event is provided.  We will also provide EACR Poster Prize certificates. The organisers should make arrangements for the judging of the posters. |
| **Funding Procedure**  **We will arrange for the transfer of the sponsorship funds to your designated account following the meeting and once all sponsorship requirements have been fulfilled.**  **Organisations/Associations are required to raise an invoice to EACR for the final sponsorship and any prize funding once agreed. UK VAT should be added if applicable.**  **Individual Poster Prize awards/reimbursement expenses should be administered by the conference organisers directly.** | |

**EACR promotional support**

In addition to our sponsorship, we will promote the meeting across our membership of more than 13,000 cancer researchers:

* Your meeting will be listed on the EACR’s ‘[Cancer Conference Hub](https://www.eacr.org/content/meetings.php)’ web page and highlighted as ‘Sponsored by the EACR’
* We will also feature the meeting in three (3) editions of the EACR email news bulletin

**What does the EACR require from a Sponsored Meeting?**

**Before the meeting, we request:**

* The EACR logo to be prominently displayed and our sponsorship noted on the conference website, with a link to [www.eacr.org](http://www.eacr.org), and in the printed conference programme. [[Logo use/guidelines link](https://www.eacr.org/logo)]
* To be able to send one email to participants after the meeting. The organisers must therefore seek permission for contact details to be shared with the EACR or send the email on behalf of the EACR, ensuring compliance with GDPR. Note: This is important for non-member participants as members of an affiliated society are already EACR members and are contactable based on legitimate interest
* An invitation for representative(s) of the EACR to attend and make information available to delegates via a table exhibition with room for a pop-up banner. Or, if we are unable to send a representative, the display of an EACR information slide in session breaks and the opportunity to include information in any conference bag/book
* Sponsored speaker:
  + We invite you to suggest a potential sponsored speaker, preferably but not limited to an EACR member, and the final choice will be made by the EACR
  + The EACR Sponsored Lecture should be highlighted in the programme and on the meeting website
  + Where the speaker is not an EACR member, the EACR will follow up with a letter to the proposed speaker from the EACR President inviting them to take up membership
* Poster prize (if applicable): An invitation for the EACR representative in attendance, or our nominee, to be involved in the presentation (not the judging) of the poster prize(s). Judging of any awards remains the responsibility of the scientific meeting committee/organisers. Poster Prize awards/reimbursement expenses should be administered by the conference organisers directly

**After the meeting, we request:**

* To be able to send one email to participants after the meeting. The organisers must therefore seek permission for contact details to be shared with the EACR or send the email on behalf of the EACR, ensuring compliance with GDPR. Note: This is important for non-member participants as members of an affiliated society are already EACR members and are contactable based on legitimate interest
* A summary of any participant feedback survey that has been carried out
* An update on the total final number of participants, including speakers
* To work on a ‘Society Spotlight’ to showcase your society to the wider EACR community through the EACR newsletter. This could include some brief highlights of the meeting but should signpost activities, initiatives and potential collaborations for members to engage. We will send further guidance on this report if you are successful in your application.

|  |  |  |
| --- | --- | --- |
| **Application for EACR Meeting Sponsorship** | | |
| Title of meeting |  | |
| Date of meeting |  | |
| Place of Meeting |  | |
| Website address of meeting |  | |
| National Society organising the meeting |  | |
| Has the Society received support from the EACR for previous editions of this meeting in the past five years?  Please give dates. |  | |
| Scientific Organising Committee |  | |
| A summary note (300 words maximum) indicating the objectives of the meeting: | | |
| Sponsorship requested:   1. Meeting Support 2. Poster Prize | |  |
| Budgetary reasons for seeking support from the EACR  Please provide a budget summary, including costs and income, to support your application | |  |
| A detailed description of the financial support available or requested from other sources (both national and international) | |  |
| Expected number of participants including speakers. | |  |
| The number of invited speakers | |  |
| How many of the invited speakers are men and how many are women?  If you have selected session Chairs, please also say how many of the Chairs are men and how many are women.  If women are under-represented in the programme please explain why. | | Men:  Women: |
| Please explain what efforts have been made to ensure diversity of speakers in terms of geographical location | |  |
| Please confirm all presentations will be in English | |  |
| Have you attached a programme of the event including all invited speakers who have confirmed their attendance?  If the programme is incomplete please indicate why. | |  |
| Do you agree to meet the EACR’s request for partnership support as set out on page 2 of this document under the heading ‘What does the EACR require from a Sponsored Meeting’? | |  |
| Name | |  |
| Signature | |  |