

2. Financial Support Available

Travel and subsistence

Grants from EPSRC, SFC, LMS and EMS enable ICMS to make a substantial contribution to the subsistence costs, and some contribution towards the travel expenses, of participants (in the expectation that some cover for travel may come from other sources). Funds will usually be available for travel and subsistence for about 35 people for one week. (Larger or longer meetings are possible, but will need either an additional source of funding or a special case to be made).

As an indication, the funding for a meeting in 2011 might be as follows:

35 people @£60 per day for 6 nights = £14,700
5 people averaging £200 each for travel = £ 7,000
TOTAL = £ 21,700

Note that this may not cover all the expenses of a given participant. Organisers may vire between subsistence and travel and between individuals. The cost of subsistence outside the vacations is higher (as university accommodation is not available).

The EPSRC funds will be administered through *ICMS* (not transferred to the parent institution of the proposer). Any additional funds (e.g. from the EC or LMS) will usually be managed by the proposer.

ICMS will accept proposals for workshops where the majority of funding is already in place but a little more, plus administrative support, is required to make it viable. Such proposals will be fully refereed and, if they meet the selection criteria, judged in competition with other proposals.

Staff support

The *ICMS* staff aims to undertake all the non-scientific administration of the meeting (such as issuing invitations, processing registrations, organising accommodation, preparing materials, financial administration). *ICMS* will be as flexible as possible, bearing in mind the experience and location of the Scientific Organisers and the requirements of a particular meeting.

Location

Meetings with fewer than 95 participants can be held at 15 South College Street. Proposals for meetings with more than 95 participants are also invited, but another location will have to be found.

Registration Fee

Organisers are encouraged to charge workshop participants a small registration fee of around £30. This will form part of the overall funding for the meeting. The fee may be waived for some participants on the advice of the organiser.