

## **Terms and conditions for CSF conferences**

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## 1. Foreword

The Congressi Stefano Franscini (CSF) promotes scientific meetings at the congress and cultural centre Monte Verità. The aim is to foster the development of Swiss research, encouraging international exchange.

## 2. Formal conditions for application

All individuals involved in non-commercial scientific research in a private or public institution with a registered office in Switzerland, can apply for support in organising a conference on Monte Verità. Following formal requirements apply:

- The main applicant must be a Professor at a Swiss academic institution. At least one co-applicant is necessary.
- Conferences: a duration of three to five days and more than 50 participants

## 3. Evaluation criteria

The scientific board is responsible for the evaluation of all proposals; it has the possibility to request external reviewers 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 based on the following set of criteria:

### **Scientific quality:**

- Relevance of the topic and scientific significances

### **Interdisciplinary and diversity:**

- Internationality of the speakers and participants
- Involvement of a variety of institutions
- Involvement of both experienced and young scientists (explicitly address your planned support for young scientists)
- Sensitivity for gender diversity regarding the invited speakers (indicate the gender of your invited speakers)

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- **Organizational aspects:**
  - CSF conferences must generally be open to all interested and qualified persons
  - International advertisement of the event
  - Structure and coherence of the proposed program
  - Feasibility of the project and the program
- **Financial aspects:**
  - Balanced budget. The CSF subsidy might be reduced in case of a profit
  - Amount and source of third party funding
  - Ratio of invited/paying participants reflecting the financial possibilities

## 4. CSF subsidy

The CSF gives 2'000 CHF lump-sum subsidy per day.

Additionally the CSF pays 1'400 CHF per day directly to the Monte Verità for the conference rooms. Should the organizer spend less than the maximum amount per day for conference rooms, we add the difference to the lump-sum subsidy.

Furthermore, the CSF subsidizes the costs of bedrooms at the Monte Verità. You find the current prices on our website.

Please note: The CSF does not subsidize the stay of accompanying persons at the Hotel Monte Verità. We do not subsidize bedrooms for pre- and post-conference overnight stays either.

You can use the CSF direct subsidy for travel and accommodation costs of speakers and organizers and for grants for participants and other cost that are directly related to the conference. In general, we do not fund salaries of permanent employees.

## 5. Rights and obligations of applicants

All information given by the application form are binding, and serves as basis for the determination of the subsidy, as well as for the offer issued by the centre Monte Verità for hotel rooms of non-self-paying participants (e.g. invited speakers, organizers).

The signed offer is a contract between the organizer and the centre Monte Verità.

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, you must ensure the flawless execution and high scientific standard of the conference.

Relevant changes to the content or structure of the conference program presented in the application (such as deletion of sessions or activities planned to promote young scientists) may lead

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to a reduction of the CSF subsidy. We reduce the paid subsidy by 100 CHF per person and day below the minimum number of participants (50).

The organizer agrees to use the CSF online platform for the registration of conference participants and all other organizational aspects. The CSF will provide a user manual and all needed support.

All personal contacts with the conference participants are the organizer's concern.

The applicant agrees to use a template text provided by the CSF detailing the payment methods for registration fees and for accommodation fees on the conference webpage.

Should it not be possible to successfully hold the planned conference, the applicant may hand in a written request for postponement. The CSF must receive this request at least six months prior to the beginning of the conference; otherwise, cancellation fees are due.

Should the organizer misuse the CSF subsidy or violate the existing terms and conditions or other provisions applicable to the subsidy, the CSF reduces its subsidy or refuses to affect any payment. In the event of serious breaches, the CSF will exclude the person responsible from any further applications.