

Universität Mannheim · Schloss · 68131 Mannheim

To all
professors
directors of research institutions

- internal mail -

Visitor's Address:

L 1, 1

68131 Mannheim

Advisor: Dr Manuela Lexen

Phone 06 21 / 1 81-1094

Fax 06 21 / 1 81-1022

manuela.lexen@verwaltung.uni-
mannheim.de

Mannheim, 21 January 2015

• **Funding for academic conferences/symposia**

Dear Colleagues,

Once again, I would like to inform you about the regulations on funding for academic conferences and symposia.

The criteria are defined as follows:

- - The conference/symposium has to be organized in Mannheim by a chair or institution of the University of Mannheim.
The participation of foreign researchers is highly desired.
 - The chair, the school and the President's Office will cover one third of the conference costs from central funds.
As a rule, the contribution of the President's Office does not exceed the school's contribution. Also, the grant of the President's Office may not exceed €1,600.
 - In case attendance fees are charged or external funds were raised it is required to keep the respective records. Please make sure to also document any requests for external funding that were denied.

We kindly ask you to submit your application to **Division I** as early as possible.

Please make sure to arrange your application documents according to the list attached.

In case of any further questions do not hesitate to contact Dr Manuela Lexen, Division I.

Kind regards,

Dr Susann-Annette Storm
Executive Vice President

Bank details:

Baden-Württembergische Bank Mannheim

Bank code (BLZ) 600 501 01 – Account-No. 7496501 068

BIC: SOLA DE 3301 – IBAN: DE13600501017496501068

Required structure for applications for funding of academic conferences/symposia from the President's Office

- 1) - Title of conference/symposium
 - Location
 - Date/period
- 2) Short description on topic of the conference/symposium and program
- 3) - Host
 - Co-host/participating institution of the University of Mannheim
 - external organizers
- 4) Funds from the school
- 5) Funds from the chair/institution
- 6) External funds
- 7) Attendance fees
- 8) Requested funds (financing plan of the event)
- 9) Participation of foreign researchers