

## Advocacy, Services and Research Department

### Guidelines for Support of Meetings

The National Multiple Sclerosis Society will consider modest requests for support of meetings, workshops, and conferences. A number of factors influence the decision of whether a meeting will be supported, and several of the most important are listed below.

**Relevance to multiple sclerosis:** A meeting, conference or workshop must have clear and distinct relevance to research on multiple sclerosis.

**Association with other meetings:** Because significant cost savings may be involved when meetings are organized as satellites to major international meetings, this type of arrangement will improve the chances of a positive response to requests for support.

**Criteria for selecting participants:** The Society does not support meetings that are by invitation only. Evidence is required of gender diversity in the planning committee/list of speakers. Evidence that the meeting is widely advertised and that young scientists are encouraged to attend enhance the chances of support from the Society.

**Topic of meeting:** The topic(s) of the meeting should not overlap substantially with other meetings held recently or planned for the near future.

**Meeting program:** A draft or complete meeting program should be attached to the request for funds.

**Organization of meeting:** The organizer(s) of the meeting must be clearly identified, and the role(s) of each must be defined. One of the organizers must be designated as the principal organizer, with whom the Society will conduct all correspondence about the meeting.

**Financial support:** The estimated budget for the meeting must be provided, and all sources of support in addition to the Society must be identified, along with the amount of funds sought from each.

**Timing:** In most cases, requests for meeting support should be submitted 12 months prior to the actual meeting. Once all documentation is received, a decision about funding should be made within 1 month.

**Funds available:** Funds from the NMSS for any meeting will not exceed \$5,000.

**Acknowledgment of Funds:** The Society requires, as a condition of funding, acknowledgment of those funds in any program books, abstract books and publications that result from the meeting.

**Reporting:** The Society requires a report from the organizers following the meeting. It should include program and abstract books, reprints of any resulting publications, and should briefly outline the meeting highlights. An accounting of how funds from the Society were used is also required.

For more information or to apply, please contact:

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