

Reduction of a registration fee Request form

By filling this form the applicant requests to take advantage of a reduced registration rate for a conference rated as eligible for reduced fees and listed on the website of the SBDR or a subsidy/grant for a conference or meeting that is not rated as eligible for reduced fees and not listed on the Society's website. By signing this request by both parts, the requesting as well as the granting part, this document becomes a contract on the subject requested and all of its content is accepted by both parts. Throughout this document the requesting part is referred to as the applicant, the granting part is the SBDR – Society for Biomedical Diabetes Research.

1. The applicant can apply for a reduced registration fee at a conference or meeting that is listed on the SBDR website (i.e. www.soc-bdr.org) and rated as being eligible for reduced registration fees. Such conferences or meetings are entitled **eligible conferences** throughout this document. The applicant must be an annual subscription member of the SBDR. The registration at the conference that is eligible for reduced rates will be carried out by the SBDR within two weeks after the application has been allowed.
2. The applicant can apply for a reduced registration fee at a conference or meeting that is not listed on the SBDR website and not rated as eligible for reduced registration fees. In this case, the conference must be topic-related to diabetes research. Such conferences or meetings are entitled **not eligible, topic-related conferences** throughout this document. The applicant is obligated to provide the SBDR any required information on the conference as well as on his personal titles and scientific standing that is needed to evaluate the relevance of the conference for the applicant's work.
3. The **deadline** for taking advantage of reduced registration fees for eligible as well as not eligible conferences is generally **four weeks before the first registration deadline** of the conference in question. In exceptional cases, also applications not fulfilling this deadline are considered. Applications cannot be accepted for conferences where the deadlines mentioned here have already passed; date on the post mark or fax is decisive. Applicants are thus required to find out about the conference deadlines before requesting a reduced rate from the SBDR.
4. The SBDR decides if the application will be allowed. **Notification about the decision** will be made by the SBDR within two weeks after submitting this request. Disbursements of approved funds will only be carried out in the case of a not eligible conference and a travel award. The SBDR reviews the request for a reduced registration fee and bases the award solely on quality measurements and its relevance to the conference topic. The number of awards per meeting are based on grants/funding received by the SBDR and can vary.
5. Applicants can be **students** of life sciences, in particular medicine, biology and biochemistry, who have owned a first degree (e.g. BSc) or a final degree (e.g. MSc, M.D., Ph.D.), as well as **scientists** affiliated at universities or research institutes and laboratories belonging to organizations of public or private law. Applicants must also be **annual subscription members of the SBDR**.
6. If the applicant is a **scholar** who intends to present his work (as a poster or a lecture) on the conference in question, he/she can also apply for a travel award. If the applicant applies for both then one decision will be made by the SBDR about the amount of funds granted to the applicant. For this purpose it is required that all applications are submitted on time and all required information is available on time to the SBDR. In addition, the paper presented on the conference must be submitted to the SBDR along with this request and will be reviewed for possible publication in The Review of Diabetic Studies. By signing this request/contract the applicant affirms that all co-authors of his/her paper agree to this endorsement.

7. In the case of an eligible conference, the registration approval and conference documents (including the book of abstracts) are sent to the applicant before the conference to his/her address provided in this document. In the case of a not eligible conference the subsidy or grant will be transferred to the bank account the applicant indicates in this document after he/she provides the SBDR with the confirmation of participation certificated by the conference organization. If the conference organization does not give out confirmations of participation it is sufficient that the applicant send a copy of the receipt of the payment of the registration fee to the SBDR. Any disbursement of approved funds to the applicant can be made by the SBDR before or after the conference takes place. The SBDR takes no responsibility if the conference documents or funds are sent to the false address or bank account due to false indications on the part of the applicant.
8. Awarded applicants can be asked to prepare a **report on the conference** for publication in The Review of Diabetic Studies. The report should contain the main findings presented on the conference and be written in review article style. It should have at least 2500 words without references. If an applicant will be granted a reduced rate and a travel award then he/she is obligated to prepare the conference report mentioned in this paragraph. The article must be submitted within two months after the conference. If the article will not be submitted to Review of Diabetic Studies within this period of time then the applicant is obligated to pay back the complete grant/benefit he/she received from the SBDR within a period of two weeks after the two months deadline will have been passed.

Personal details of the applicant:

Last name: _____ First name: _____
Middle initial: _____ Title: _____
Address: _____
ZIP/Postal code: _____ City: _____
State: _____ Country: _____
Affiliation (if deviating from above): _____
Date of birth (MM/DD/YYYY): _____ Gender: _____
Phone no.: _____ E-mail address: _____
Current research field: _____
Bank account no. (IBAN if not German resident): _____
Bank code (if German resident): _____ SWIFT code (=BIC): _____
Bank name: _____

Conference details:

Title of the conference: _____
Date: _____ Regular registration fee: _____
Registration deadline: _____
Organizing institution: _____
Address of organizing institution: _____

Scientific organizers: _____

Aim of the applicant to attend the conference (e.g. submit a paper for presentation or poster, auditing of new findings in the field of own research): _____

Benefits from visiting the conference (e.g. increasing scientific reputation, collecting new results for own work, building networks, etc.): _____

Agreement of preparing a conference report and submitting it for publication in The Review of Diabetic Studies (yes/no): _____

Sign by applicant

Sign by executive officer (SBDR)

Send back two copies of the filled request form either by post to: **SBDR – Society for Biomedical Diabetes Research, Gneisenastr. 86, 47057 Duisburg, Germany.** or by fax to: **0049 (0)203 9413 724**. If you can fill and sign the PDF document digitally you may also send the filled form by e-mail to member@soc-bdr.org.

