

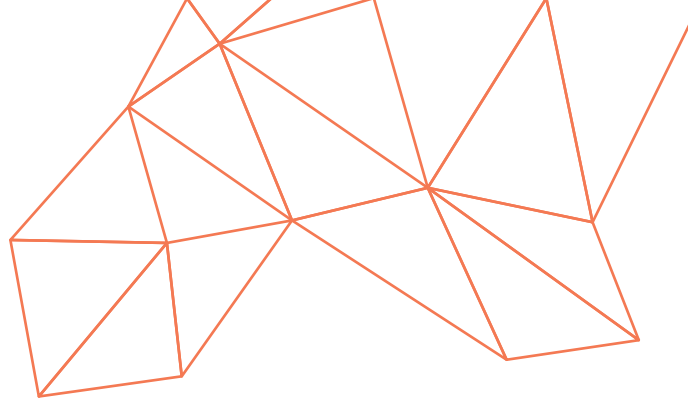
LOCAL ORGANISER SUPPORT GRANT (LOS)

- ▶ Do you want to support Action cooperation but lack the financial means?
- ▶ Do you want to expand your network and give visibility to your institution?



Become a local organiser and apply for LOS!

LOS is the financial contribution for the organisation of COST Action meetings and Training Schools, whether face-to-face, on-line or hybrid.



What does LOS cover? (Non-exhaustive list)

- ▶ Room rental, audio-visual materials, and poster stands
- ▶ Refreshments
- ▶ Event materials
- ▶ Admin and technical support



USEFUL TO KNOW



- ▶ LOS grant depends on the number of participants and the duration of the event
- ▶ The LOS grant is paid AFTER the event and ONLY to the institutional bank account
- ▶ The LOS does not cover the VAT

CHECKLIST

- ✓ Your institution can host events
- ✓ You possess event-organising skills
- ✓ You can dedicate time to organising events

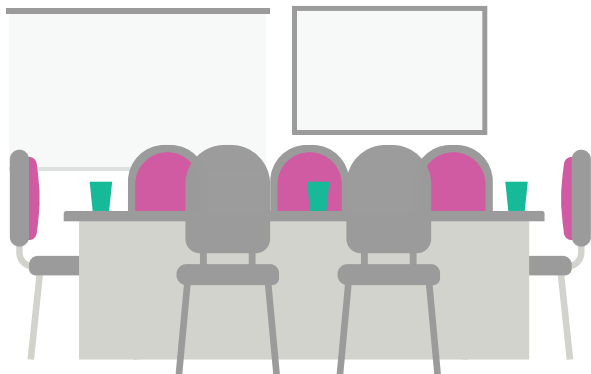
If you are a good fit, flip this flyer!



WHAT DO YOU NEED TO DO?

BEFORE THE EVENT

- Plan with your institution and estimate the costs.
- Get the Action Management Committee's approval.
- Liaise with the Grant Holder Manager to monitor the number of participants. Provide all confirmed participants with logistic information.
- Make sure everything is ready for the meeting room, technical equipment, and coffee breaks.



DURING THE EVENT

- Ensure that all the participants sign the attendance list for each day of the event.
- Serve as the primary contact between participants and your institution for any needs that may arise.



AFTER THE EVENT

- Submit the claim for LOS within 15 days, including the attendance list and/or on-line attendance logs, as well as any other supporting document requested by the Grant Holder Institution.
- Wait for the payment to be processed by the Grant Holder Institution.



- Interested in organising an event?** Contact your MC Chair
- Need more information?** Contact your Action MC Chair or use the links below:

[Annotated Rules](#)

[Step-by-Step LOS in e-COST](#)

[FAQ on LOS](#)