

The 2022 Ecsite Conference Hospitality Grant

For young science engagement professionals

Second round of applications

1. Aim and scope

The aim of the 2022 Ecsite Conference Hospitality Grant is to express solidarity with science engagement institutions that have been negatively impacted by the Covid-19 pandemic. It will support these organisations wishing to send their staff members to the 2022 Ecsite Conference, taking place in Heilbronn, Germany on 2-4 June by offering selected candidates free accommodation from 1-5 June 2022. It is oriented towards younger employees and excludes those in top-management roles. Spots on the grant will be assigned to both Ecsite network members (approx. 60% places) and to other organisations who are not members of Ecsite (approx. 40%).

The grant is organised by Ecsite and experimenta science centre, the 2022 Conference Host, with the support of the Dieter Schwarz Foundation. 65 rooms (single and double) have been booked at the B&B Hotel (Mozartstraße 24, 74072 Heilbronn), close to the Conference venues.

The first round of grant applications ended on 23 February. Approx. 50 rooms remain unassigned for this second round.

2. Eligibility criteria

1. Candidates should be working in the science engagement field; this applies, non extensively, to staff of various institutions such as science museums, science centres and science festivals, as well as independent consultants and freelancers
2. Candidates should be **18-35 years old as of 1 January 2022**; candidates **older than 35 are also eligible**, but during the selection priority will be given to those younger than 35.
3. Candidates' **job positions must not be in the top management** of the institution (CEO, deputy CEO); however, freelancers and one-person enterprises are excluded from this criteria.
4. A maximum of **two candidates from any one institution or organisation** can take part.
5. The candidates' institution or organisation faced or is facing a financial hardship caused by the Covid-19 pandemic.
6. Candidates express their motivation to attend the Conference and explain how it will contribute to their work

7. Candidates must confirm the willingness of their institution in paying other costs related to the Conference (transport, registration fees, etc.)

3. Selection process

Eligible candidates will be selected on a first-come, first-served basis. The majority (approximately 60%) of the places will be offered to employees of Ecsite member organisations.

The candidates that do not receive a spot will be put on a reserve list in chronological order of applying (taking into account the eligibility criteria above).

The organisers reserve their right to repeat the call if not all of the places are filled and can also offer free places to candidates that submitted on time but were not initially selected.

4. Application and selection timeline

- a. 10 March 2022 - call opens
- b. 10 March - 3 April 2022 23.59 CET - candidates fill in the online form here: <https://www.ecsite.eu/conference/apply/hospitality-grant-programme>
 - i. To access the form candidates have to create a personal account on the Ecsite website (if they don't already have one): <https://www.ecsite.eu/user/register>
- c. By 5 April 2022 - candidates are selected and informed by email
- d. By 13 April 2022 - selected participants are expected to register for the Conference during the Early Bird price period, or their spots in the scheme will be cancelled
- e. From 13 April 2022 vacated spots will be distributed to candidates from the reserve list on a rolling basis

5. Participants obligations

- a. All selected participants are expected to register for the Conference by 13 April 2022 and pay the Conference fee in due time or their participation in the grant will be revoked. In individual instances Ecsite can decide on extending this deadline if the participant notifies Ecsite before 13 April 2022 via email to events@ecsite.eu
- b. All selected participants cover their own costs of transportation and other costs incurred during the Conference. Participants cannot claim any cost reimbursement from the organisers
- c. Participants are obliged to attend the whole Conference - from 2-4 June 2022, with an option of a pre-Conference workshop on 1 June 2022

6. Cancellations

Selected candidates can withdraw their participation in the grant programme no later than 13 April 2022 by providing notice via email to events@ecsite.eu

7. Organisers rights and responsibilities

The organisers have the right to:

- Reserve approximately 60% of spots in the grant for Ecsite members
- Offer spots to candidates on the reserve list or other eligible people in case of participants withdrawing or their spots being cancelled
- Cancel any participant's grant if they have not registered for the Conference by 13 April.

The organisers are not responsible for the condition of the offered rooms as well as for any damages to the property caused by the participants.

In the case of Force Majeure or if the in-person event is cancelled due to the Covid-19 pandemic situation the grant is automatically cancelled. Participants that registered to the Conference can claim a return of the Conference fee as described in the Conference cancellation policy.

8. Data Privacy

- a. Full participant details will be made available to organisers, to the B&B Hotel in Heilbronn and to the Dieter Schwarz Foundation
- b. The information provided on the application form will not be shared with any other parties and the email address provided will be used by the Ecsite office to contact the applicant to confirm or reject a place on the grant scheme