

Online ICGEB Event Proposal Submission Guidelines for Users

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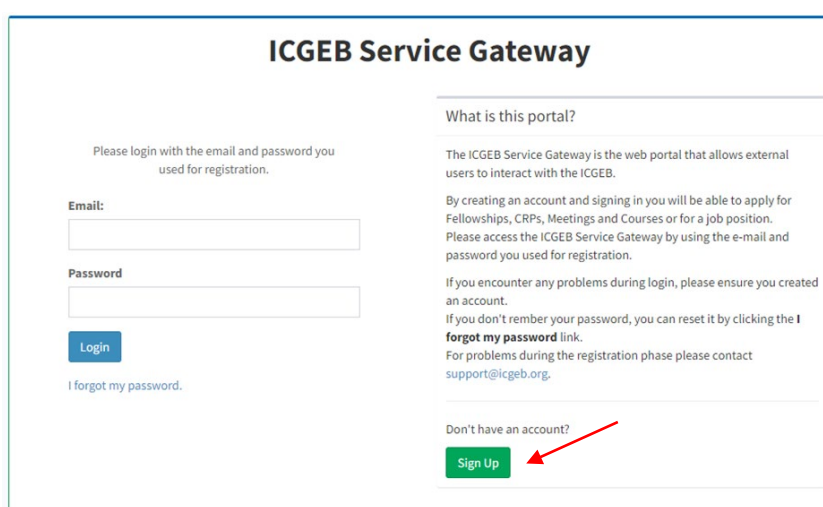
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1. Introduction

Proposals must be submitted online through the [ICGEB Service Gateway](#), including all the required attachments, by taking into consideration the deadline indicated in the Call for Proposals published on the ICGEB website.

To submit a proposal, the Scientific Organisers must register on the [ICGEB Service Gateway](#) to obtain access to the online submission platform and complete the form. His/her registration data (name, surname and e-mail address) will be automatically included in the proposal under the **Scientific Organiser** section and will not be editable while filling in the form.

For events organised in Trieste managed by MCU, prior to proposal submission, the Scientific Organiser should pre-check feasibility on the identified dates with the Meetings&Courses Unit in Trieste to avoid overlapping with other approved events.



The image shows the ICGEB Service Gateway login and registration page. On the left, there is a login section with fields for Email and Password, a Login button, and a link for 'I forgot my password.' On the right, there is a section titled 'What is this portal?' which explains the purpose of the gateway and provides instructions for users. At the bottom right, there is a 'Sign Up' button, which is highlighted with a red arrow.

ICGEB Service Gateway

Please login with the email and password you used for registration.

Email:

Password

Login

[I forgot my password.](#)

What is this portal?

The ICGEB Service Gateway is the web portal that allows external users to interact with the ICGEB.

By creating an account and signing in you will be able to apply for Fellowships, CRPs, Meetings and Courses or for a job position. Please access the ICGEB Service Gateway by using the e-mail and password you used for registration.

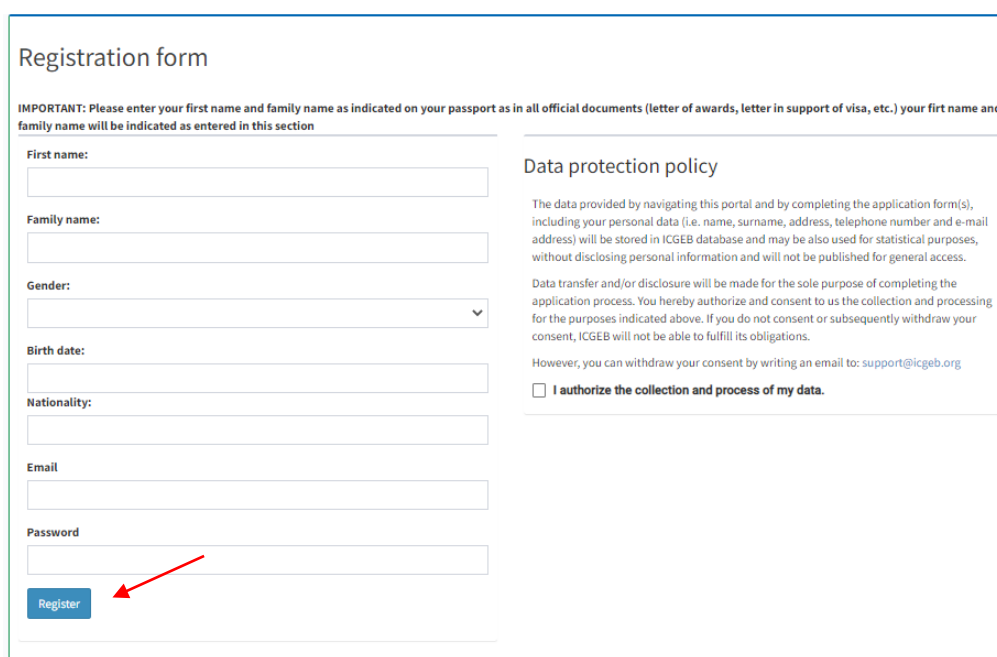
If you encounter any problems during login, please ensure you created an account.

If you don't remember your password, you can reset it by clicking the **I forgot my password** link.

For problems during the registration phase please contact support@icgeb.org.

Don't have an account?

Sign Up



The image shows the registration form. It includes a title 'Registration form' and an important note about entering names as on official documents. The form has fields for First name, Family name, Gender (a dropdown menu), Birth date, Nationality, Email, and Password. A Register button is at the bottom left, highlighted with a red arrow. On the right, there is a 'Data protection policy' section with text explaining data usage and a checkbox for 'I authorize the collection and process of my data.' which is currently unchecked.

Registration form

IMPORTANT: Please enter your first name and family name as indicated on your passport as in all official documents (letter of awards, letter in support of visa, etc.) your first name and family name will be indicated as entered in this section

First name:

Family name:

Gender:

Birth date:

Nationality:

Email

Password

Register

Data protection policy

The data provided by navigating this portal and by completing the application form(s), including your personal data (i.e. name, surname, address, telephone number and e-mail address) will be stored in ICGEB database and may be also used for statistical purposes, without disclosing personal information and will not be published for general access.

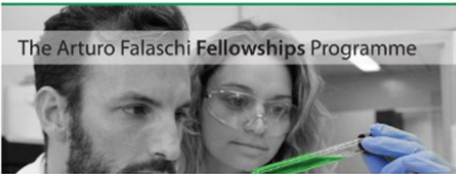
Data transfer and/or disclosure will be made for the sole purpose of completing the application process. You hereby authorize and consent to us the collection and processing for the purposes indicated above. If you do not consent or subsequently withdraw your consent, ICGEB will not be able to fulfill its obligations.

However, you can withdraw your consent by writing an email to: support@icgeb.org

☐ I authorize the collection and process of my data.

In the home page of ISG, the Scientific Organiser shall click on **Submit an event proposal (Organisers)**:

What would you like to do?



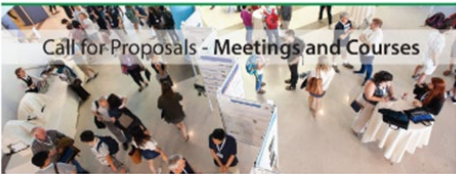
The Arturo Falaschi Fellowships Programme

[Apply for A.F. Fellowship \(Long term, short term or SMART\)](#)



UNOSSC - ICGEB EMPOWER Fellowships

[Apply for EMPOWER Fellowships](#)



Call for Proposals - Meetings and Courses

[Submit an event proposal \(Organisers\)](#)



Request to attend - Meetings and Courses

[Request to attend an ICGEB event \(Participant\)](#)



Collaborative Research Programme - ICGEB Research Grants

[Request a CRP grant](#)



Work with us

[Apply for a job position](#)

Useful tips

- This portal has been optimized to work with the latest versions of **Mozilla Firefox, Google Chrome and Microsoft Edge**
- Already submitted an application or left one incomplete? Click on the appropriate link on the top bar to see a list of your applications for fellowships, meeting proposals etc. From there you will be able to complete them with the required data or upload the missing documentation.
- Not sure if you have the requirements for a fellowship application, a meeting proposal, a request to attend an ICGEB event or a CRP grant? Be sure to read the instructions on the first page of the application process, if you are still not sure you can contact the appropriate offices with the mail addresses provided there.
- Experiencing technical problems? Please contact support@icgeb.org describing the actions you were doing when the problem arose.

2. Sections of the online form for the submission of proposals

2.1 Guidelines

Event proposal submission

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Please read carefully

- The proposal must be filled in by the Scientific Organiser, as his/her registration data (name, surname and E-mail address) will be automatically included under the "Scientific Organiser" section, and will not be editable
- The Scientific Organiser must be an employee of the Organising Institute in charge of the event organisation and ICGEB grant management
- The proposal submission process is divided in steps, each step requiring to enter some data. Once you filled all the required data press the **"Save"** and then the **"Next"** button to proceed to the next step. You can return to the previous step by clicking the **"Back"** button
- For certain fields there is a **character/word count limit** and the system will not allow you to proceed if you exceed it. Such limit, if any, will be shown in the field title
- Fields marked with an * are mandatory: if you do not fill them you will not be able to move to the next step
- By clicking the **"Save"** button it is possible to resume and complete the proposal at a later stage. You will find the list of your proposals with indication of their status in 'My event proposals' section
- After all data are confirmed, click on the **"Data completed"** button at the form end (section 7 'Confirm'). **You will then no longer be able to modify your proposal.**
- You will receive an e-mail message inviting you to complete your proposal by uploading your CV in the proposal 'Attachments' section
- Once you have completed the proposal with the upload of your CV in the 'Attachments' section, **your proposal will be automatically submitted.** An automatic receipt will be sent to your email address, including a copy of the document you uploaded.
- Your proposal and attachment **will not be modifiable after submission**, but you will be able to **add/revise eventual comments** in the 'Comments' section up to the start of the review process. This will be accessible by the reviewing committee
- Only after verification that the correct document has been provided, you will receive an e-mail of confirmation from the ICGB Meetings and Courses Unit (MeetingOrganisers@icgeb.org).
- Candidates are responsible for the correct submission of their proposal and all the related document. **Incomplete proposals are not accepted/considered**
- After the closing date for submission all incomplete proposals will be automatically deleted from the system
- All candidates will be notified of the outcome of their proposal upon finalisation of the review process
- If you need technical support please send an email to support@icgeb.org

Next

Text of the guidelines:

- The proposal must be filled in by the Scientific Organiser, as his/her registration data (name, surname and E-mail address) will be automatically included under the "Scientific Organiser" section, and will not be editable
- The Scientific Organiser must be an employee of the Organising Institute in charge of the event organisation and ICGB grant management
- The proposal submission process is divided in steps, each step requiring to enter some data. Once you filled all the required data press the **"Save"** and then the **"Next"** button to proceed to the next step. You can return to the previous step by clicking the **"Back"** button
- For certain fields there is a **character/word count limit** and the system will not allow you to proceed if you exceed it. Such limit, if any, will be shown in the field title
- Fields marked with an * are mandatory: if you do not fill them you will not be able to move to the next step
- By clicking the **"Save"** button it is possible to resume and complete the proposal at a later stage. You will find the list of your proposals with indication of their status in 'My event proposals' section
- After all data are confirmed, click on the **"Data completed"** button at the form end (section 7 'Confirm'). **You will then no longer be able to modify your proposal.**
- You will receive an e-mail message inviting you to complete your proposal by uploading your CV in the proposal "Attachments" section.
- Once you have completed the proposal with the upload of your CV in the "Attachments" section, **your proposal will be automatically submitted.** An automatic receipt will be sent to your email address, including a copy of the document you uploaded.

- Your proposal and attachment **will not be modifiable after submission**, but you will be able to **add/revise eventual comments** in the 'Comments' section up to the start of the review process. This will be accessible by the reviewing committee
- Only after verification that the correct document has been provided, you will receive an e-mail of confirmation from the ICGEB Meetings and Courses Unit (MeetingOrganisers@icgeb.org).
- Candidates are responsible for the correct submission of their proposal and the related document. **Incomplete proposals are not accepted/considered**
- After the closing date for submission all incomplete proposals will be automatically deleted from the system
- All candidates will be notified of the outcome of their proposal upon finalisation of the review process
- If you need technical support please send an email to support@icgeb.org

2.2 Details

Event proposal submission

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Event details

Please choose the type of event you request support for*.
Refer to Programme Activities and ICGEB Contribution

Event type: *

This field is required

Indicate if this is a resubmission.*

This field is required

Indicate if the event will be theoretical, practical or both*

This field is required

Event title*

Enter the title here *

This field is required

Indicate the city where the event will be held*

City *

This field is required

Indicate the country where the event will be held*

Country *

Please select a valid country from the dropdown menu.

First day of the event*

Date format dd/mm/yyyy

Please type a valid date.

Please select the field of the application macro area

Field of the application macro area *

Last day of the event*

Date format dd/mm/yyyy

Please type a valid date.

Field of application

Field of application *

Total number of working days*

Expected number of participants*

Please type a valid number (no '-' or '+' allowed)

Save

Back
Next

➤ Event Type

The organiser shall select the type of event he/she is applying for according to the following rules:

- i. **ICGEB Arturo Falaschi Meeting:** organised at the ICGEB Components (Trieste, Italy; New Delhi, India; Cape Town, South Africa), ICGEB scientists as co-organisers, 250-300 participants, invited speakers and selected oral presentations, poster sessions, registration fee. Local organisation + maximum contribution requested Euro 50,000 although should aim at self-sustainability.
 - If selected, the following sentence appears under the field **Expected number of participants**: “*Expected number of participants for this type of event should be in this range: 250 – 300*” and it is not possible to indicate a number of pax exceeding 300.
 - Moreover, in section 6. BUDGET, under the field **Grant requested from ICGEB (EUR)**, the following sentence appears “*Specify the amount you are requesting from ICGEB. Maximum contributions requested for this type of event is EUR 50,000*” and it is not possible to indicate a number exceeding EUR 50,000

- ii. **ICGEB theoretical and/or practical event:** to be co-sponsored by the local organising institute, both in terms of facilities, equipment and staff. Events including consumables can apply to a maximum contribution of Euro 25,000. For events not including consumables the maximum contribution will be Euro 15,000. Oral and poster sessions will be highly valued during the selection process.
- In section 6. BUDGET, under the field **Grant requested from ICGEB (EUR)**, the following sentence appears “*Specify the amount you are requesting from ICGEB. Please be as specific as possible and note that if consumables are foreseen for this event, it needs to be specified. Maximum contribution requested for this type of event is EUR 25,000*”. It is not possible to indicate a number exceeding EUR 25,000.
- iii. **ICGEB Seeds for Science:** supports small meetings aimed at building networks for future research collaborations. Maximum contribution requested Euro 5,000.
- If selected, in section 6. BUDGET, under the field **Grant requested from ICGEB (EUR)**, the following sentence appears “*Specify the amount you are requesting from ICGEB. Maximum contribution requested for this type of event is EUR 5,000*”.
- iv. **ICGEB Sponsorship of other events/meetings:** a limited financial contribution towards a scientific meeting organised in an ICGEB Member State on a topic of relevance to the ICGEB mandate. Maximum contribution requested Euro 5,000. Under exceptional circumstances, ICGEB can also consider sponsorship of scientific excellence meetings which are held in non-ICGEB Member States, to provide financial support to students/young scientists from ICGEB Member States in cases where their attendance may be particularly advantageous for their scientific development and where the corresponding visibility for ICGEB is high.
- If selected, in section 6. BUDGET, under the field **Grant requested from ICGEB (EUR)**, the following sentence appears “*Specify the amount you are requesting from ICGEB. Maximum contributions requested for this type of event is EUR 5,000*”.

➤ Resubmission

Two options: YES or NO

If YES is selected, a new field appears on the form: **Indicate the previous proposal number.**

➤ Field of the application

Field of the application macro-area	Field of application
Agriculture	- Biofertilizers - Biopesticides - Improved crop - Other - Soil ad plant microbiome
Environment and Ecology	- Effects of climate change on biological systems

	- Effects of pollution on biological systems
Health – Infectious Diseases	- COVID-19 - Chikungunya - Dengue - HIV - Leishmania - Malaria - Other - Schistosomiasis - Trypanosomiasis - Tuberculosis - Zika
Health – Non communicable Diseases	- Cancer - Cardiovascular disorders - Human evolution, ethnic diversity - Immunology - Microbiome - Neurodegeneration - Other - Study of normal biological processes
Industrial Biotechnology and Renewable Energy	- Biofuels - Bioremediation - Biotherapeutics - Natural products, drug discovery - Other

2.3 Institute

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Organising Institute

Organising Institute in charge of the event organisation and ICGEB grant management

Organising Institute name*

Specify the full name of the Organising Institute *

This field is required

Organising Institute full address*

Specify the full address of the Organising Institute

This field is required

Telephone*

Fax

This field is required

Legal representative of the organising institution

Indicate name, surname and e-mail address of the legal officer who will be in charge of signing and executing the ICGEB agreement

Legal representative name and surname*

Legal representative of the organising institution email address*

This field is required

Please enter a valid email address.

Person of the organising institute responsible for implementation and financial management

Indicate name, surname, official position and e-mail address of the person responsible for financial management of the ICGEB agreement

Responsible name and surname*

Responsible email address*

This field is required

Please enter a valid email address.

Responsible official position*

This field is required

Administrative contact

Indicate name, surname and e-mail address of the administrative person who will be included in all e-mail correspondence related to the project

Administrative contact name and surname*

Administrative contact email address*

This field is required

Please enter a valid email address.

Save

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2.4 Scientific Organiser

Event proposal submission

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Scientific organiser

Title
Please indicate your title (Prof., Dr, Mr/Mrs, etc.)

Surname*
TEST

Name*
Chiara

Email*
chiara.garbero@hotmail.it

Telephone*
This field is required

Fax

Full work address:*
Specify the full work address of the scientific organiser
This field is required

☐ Do not enter my e-mail in the ICGEB mailing list
Tick this field if you DO NOT want to be included in the ICGEB Meetings and Courses Mailing List and you WILL NOT receive our Mailouts informing of our activities.

Past experience in organising Course/Meetings, etc.*
Please insert here any relevant past experience in the organisation of event,courses,etc
This field is required

Have you received previous financial support from ICGEB ?*
This field is required

Co-Organisers (if applicable)

List of Co-organisers
Include name, full business address, telephone, e-mail and eventual collaborations in scientific projects.
Please note that involvement of ICGEB PI's will be positively evaluated

Please insert here the list of Co-organisers (if any)

Save Back Next

➤ Name, Surname, e-mail

Name, Surname and e-mail address are filled in automatically based on the data inserted during the registration in ISG and are NOT editable in this section.

➤ Mailing list

☒ Do not enter my email in the ICGEB mailing list

Tick this field if you DO NOT want to be included in the ICGEB Meetings and Courses Mailing List and you WILL NOT receive our Mailouts informing of our activities.

➤ Financial Support

Have you received previous financial support from ICGEB?

Two options: YES or NO

If YES, the following section appears on the page:

Have you received previous financial support from ICGEB ?*

Yes

Please indicate if you have received previous financial support from ICGEB by selecting the type of support you received*.

- ☐ Predoc Long Term Fellowship ☐ Postdoc Long Term Fellowship
☐ Predoc Short Term Fellowship ☐ Postdoc Short Term Fellowship
☐ SMART Fellowship ☐ CRP Research Grant ☐ ICGEB Meeting/Course

Please select at least one option.

Please indicate the year you received the support (for multiple choices indicate year and type separated by comma: eg Crp Grant 2010, PhD Fellowship 2015 etc.)*

Please indicate the Ref no. of the course/Fellowship/CRP you received (for multiple choices indicate Ref. no. and type separated by comma).

2.5 Information

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Event information

Speakers

Proposed list of senior invited course staff/event speakers and brief description of contribution to the event*

Please note that involvement of ICGEB PI's will be positively evaluated

Include name, full business address, telephone and e-mail indicating: number of lectures/teaching hours; whether 'contacted' or 'accepted'

This field is required

Local teaching staff*

If a practical component is anticipated, provide details of local teaching staff (name, full business address, telephone, fax and e-mail)

This field is required

Subject Areas

Specific event topics and expected impact for the country/region*

This field is required

Summary of event programme, including time allocated for poster presentation and discussion*

This field is required

Reasons for the choice of the specific event topics and for holding at this time*

This field is required

International participation*

Explain how the event will ensure participation from outside the country, including attraction of participants and invited speakers, and whether it is connected to any ongoing international collaborations or projects

This field is required

Indicate if the programme will include laboratory practical session(s) which foresee the use of animals*

There is one drop-down menu, but it does not foresee additional fields based on the reply:

Indicate if the programme will include laboratory practical session(s) which foresee the use of animals*

No

Yes, with authorisation by the local/national ethical committee

Selection of participants

Criteria for selection of ICGEB supported fellows*

This field is required

Criteria for selection of non supported participants*

Specify if they need to undergo a selection process or not

This field is required

Registration fee*

Specify if you expect to charge a registration fee to non-supported participants and, if so, how much and which costs it covers. Scientists from ICGEB Member States receiving support are to be waived registration fee

This field is required

Expected number of young scientists from ICGEB Member States to be supported for participation in the event*

This field is required

Venue

Laboratory and/or auditorium facilities*

This field is required

Lodging facilities*

This field is required

Transportation arrangements*

This field is required

Do you plan to record the sessions?*

This field is required

Save

Back Next

2.6 Budget

Event proposal submission

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Budget

Budget informations

Estimated budget (EUR)*
Specify the total amount you foresee will be needed to organise this event

This field is required

Grant requested from ICGEB (EUR)*
Specify the amount you are requesting from ICGEB.
Please be as specific as possible and note that if consumables are foreseen for this event, it needs to be specified. Maximum contribution requested for this type of event is EUR 5000

Please type a valid number (no ' ' or ' ' allowed)

Foreseen use of the ICGEB grant (Refer to the [Terms of Reference for ICGEB events](#) for eligible costs)*

This field is required

Other sponsors

Indicate if there are any Co-sponsors and, if so, please provide information on them.(PLEASE REFER TO THE [TERMS OF REFERENCE FOR ICGEB EVENTS](#) DETAILING ICGEB SPONSORSHIP REGULATIONS)*
Specify name of sponsor, sponsorship status (applied, awarded...), amount, what it will cover, requirements of the sponsor in case of award etc. Include and detail contribution by organising institution, either direct or in-kind

This field is required

Grant requested from Co-sponsors, if any (EUR)
Specify the amount you are expecting from Co-sponsors (indicate if requested/awarded)

Foreseen use of the Co-sponsors grant

Other contributions (if any), including organising institutions (EUR)

Foreseen use of other contributions
Specify (international staff, participants, secretarial assistance, management costs, rent of laboratory and/or auditorium facilities, expendables - refer to instructions for details

☐ Your proposal may also be submitted to other sponsoring agencies/institutions collaborating with the ICGEB. Do you authorise the ICGEB to proceed?

Save

Back

Next

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☒ Your proposal may also be submitted to other sponsoring agencies/institutions collaborating with the ICGEB. Do you authorise the ICGEB to proceed?

If ticked: the organiser authorises ICGEB to submit his/her proposal to other sponsoring agencies/institutions collaborating with the ICGEB.

2.7 Confirm

Event proposal submission

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Thanks for filling out the form, you can review the accuracy of the data before submitting them by clicking the **'Back'** button.

To save your proposal, click the **'Save'** button to be able to resume it again for review or revision before final submission. This will be possible from the "My event proposals" section on top of your screen.

Click **'Data completed'** only when your proposal is final. **No further revision will be allowed after this point.**

You will then be prompted to **upload the mandatory document** necessary to complete your submission.

By applying under the ICGEB annual call for proposals, the submitting Organising Institution and Scientific Organiser hereby accept the [ICGEB Terms of Reference](#) governing the ICGEB Meetings and Courses programme

Save

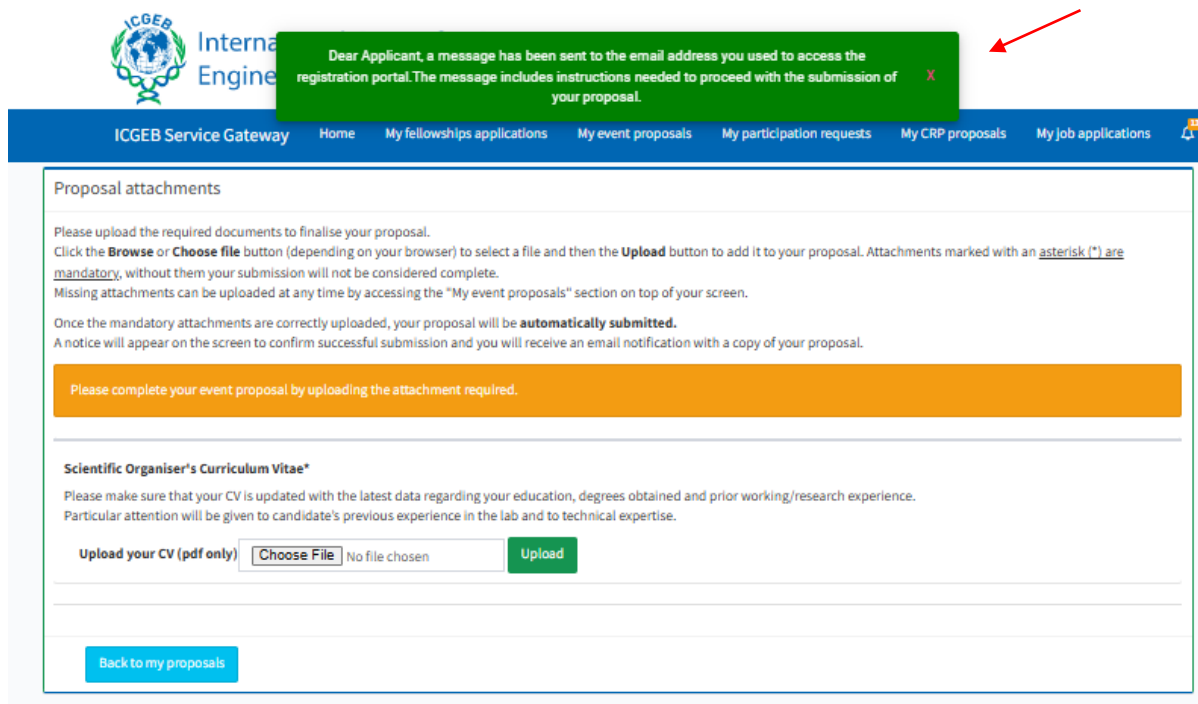
Back

Data completed

After clicking on the green button **Data completed**, the organiser is prompted to the **Proposal attachments** section.

2.8 Attachments

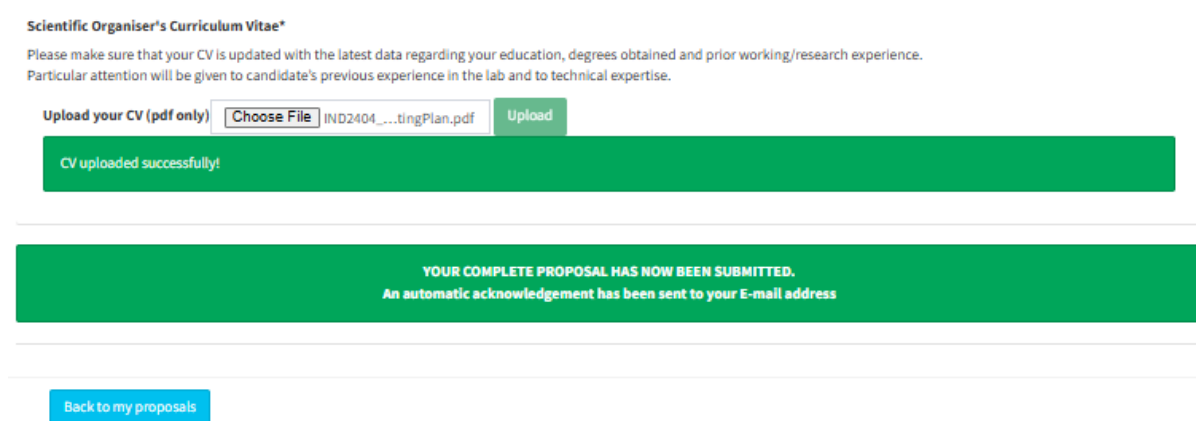
A green pop-up appears on the screen:



The screenshot shows the ICGEB Service Gateway interface. At the top, there is a green pop-up message that reads: "Dear Applicant, a message has been sent to the email address you used to access the registration portal. The message includes instructions needed to proceed with the submission of your proposal." A red arrow points to this message. Below the pop-up, the navigation bar includes links for Home, My fellowships applications, My event proposals, My participation requests, My CRP proposals, and My job applications. The main content area is titled "Proposal attachments" and contains instructions for uploading documents. It states that mandatory attachments marked with an asterisk (*) must be uploaded, and that once all mandatory attachments are correctly uploaded, the proposal will be automatically submitted. An orange banner below this text says: "Please complete your event proposal by uploading the attachment required." The "Scientific Organiser's Curriculum Vitae*" section is also visible, with a file upload area showing "No file chosen" and an "Upload" button. A "Back to my proposals" button is at the bottom left.

Moreover, the organiser receives an automatic notification from notifications@icgeb.org indicating that, to complete the proposal submission, the Scientific Organiser's CV must be uploaded in the **Proposal "Attachments"** section. Applications submitted without this mandatory attachment will not be considered.

When the **CV** is correctly uploaded, a green pop-up appears on the screen:



The screenshot shows the "Scientific Organiser's Curriculum Vitae*" section. It includes instructions for updating the CV. The file upload area now shows a file named "IND2404_...tingPlan.pdf" has been selected, and the "Upload" button is highlighted. Below this, a green banner states: "CV uploaded successfully!". Further down, another green banner reads: "YOUR COMPLETE PROPOSAL HAS NOW BEEN SUBMITTED. An automatic acknowledgement has been sent to your E-mail address". A "Back to my proposals" button is at the bottom left.

After uploading the mandatory attachment, the Scientific Organiser receives an automatic **notification** from notifications@icgeb.org, together with 2 attachments:

- i) the CV,
- ii) a PDF with all the info included in the proposal submitted.

2.9 Liaison Officer Endorsement Form

If the CV uploaded is the Scientific Organiser's one and it is in English, the Proposal and its attachment will be sent by the ICGEB Meetings and Courses Unit to the Liaison Officer with the request to endorse and comment it.

An automatic notification is sent from the system informing the Scientific Organiser that the proposal is complete and has been submitted to the attention of the Liaison Officer for endorsement.

3. My event proposals

The Scientific Organiser will find the list of all proposals submitted through the ICGEB Service Gateway under the section **My event proposals**:

Event proposals

Event proposals

Here you can see the **list of your proposals** registered in the ICGEB Service Gateway.

- To resume and **COMPLETE** a proposal click on the **Revise proposal data** button (orange pencil). If you already confirmed contents through the "Data completed" button on the form, the proposal is no longer modifiable but you may visualise it by clicking on the **Revise proposal data** icon (red lens).
- Only if necessary for the review, **ADDITIONAL INFORMATION** can be added in the **Comments** section up to the start of the review process.
- Click on the **Attachments** button to upload the **MANDATORY DOCUMENTS** required to complete your proposal. Once the mandatory attachments are correctly uploaded, your proposal will be **automatically submitted**. A notice will appear on the screen to confirm successful submission and you will receive an email notification with a copy of your proposal. By clicking on the attachments button (red icon) after completing your documents upload, you will be able to download all your attachments in a zip folder.
- To start a new proposal click the button **New application**.

Organiser control panel

By clicking on the Organiser control panel green icon, you will have access to:

- Your event Participants section, where you can visualise and download all requests to attend your event
- Your Final Report section, to upload all the required documents within one month from the end of the event

ICGEB No.	Event Title	Event Type	Year	Start date	End date	Status of the proposal	Application/Contact e-mail on webpage	Revise proposal data	Attachments	Comments	ORGANISER control panel
N/A	Prova abstract	Sponsorship of other events/meetings		29/01/2023	31/01/2023	Submitted					
33333	Prova CG	Meeting		31/01/2022	04/02/2022	Submitted					
N/A	fgfg	Workshop		24/01/2023	30/01/2023	Submitted					

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[New application](#)

- **ICGEB No.** = event reference number assigned by ICGEB Meetings and Courses Unit. If not assigned yet, the ICGEB No. is N/A.
- **Event title** = the title indicated in the application form by the Scientific Organiser.
- **Event type** = event type selected by the organiser when filling-in the form.
- **Year** = indicates year of the Call for which the Proposal was submitted
- **Start date** = start date of the event indicated in the application form by the Scientific Organiser.
- **End date** = end date of the event indicated in the application form by the Scientific Organiser.
- **Status of the proposal** = In preparation / Data completed, missing attachments / Submitted / Under evaluation / Evaluated
- **Application/Contact e-mail on webpage** = e-mail contact indicated by the Scientific Organiser if the Proposal is approved.

- **Revise proposal data** = if the proposal is in status *In preparation*, Scientific Organisers can resume and complete it by clicking the orange pencil button. If they already confirmed contents by clicking on the "Data completed" button on the form, the proposal is no longer modifiable, but they will be able to see all the data inserted (the icon is a red lens).

Event details for prova prova

Close

Event details

Please choose the type of event you request support for*.

Event type:

ICGEB Arturo Falaschi Meeting

Indicate if this is a resubmission.*

No

Indicate if the event will be theoretical, practical or both*

Practical

Event title*

prova prova

Indicate the city where the event will be held*

City*

Torino

Indicate the country where the event will be held*

Country*

Italy

First day of the event*

29/01/2023

Last day of the event*

31/01/2023

Field of application macro area.

Field of application macro area

ENVIRONMENT AND ECOLOGY

Field of application.

Field of application

Effects of Pollution on biological systems

Total number of working days*

3

Expected number of participants*

Organising Institute

Scientific organiser

Speakers

Budget

- **Attachments**
 - a. If the proposal is in status *Data completed, missing attachments*, the Scientific Organiser can upload the mandatory document required to complete the proposal by clicking on the green icon. Once the mandatory attachment is correctly uploaded, the proposal will be automatically submitted. A notice will appear on the screen to confirm successful submission and the Scientific Organiser will receive an e-mail notification with the pdf copy of the proposal attached.
 - b. If the proposal is in status *Submitted*, by clicking on the Attachments icon (red icon) the Scientific Organisers can download a ZIP file with all the documents.
- **Comments** = only if necessary for the review, additional information can be added in the Comments section (blue pencil icon) up to the start of the review process. The icon is enabled when the status of the proposal is *Submitted* or *Data completed, missing attachments* in ISG. When the proposal is in status *Under evaluation* or *Evaluated* in ISG, comments cannot be added anymore (red icon).

Proposal additional comments

Applicant's additional comments to the original proposal (max 500 words)

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Normal

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Normal

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Enter here all other comments you deem to be necessary for your proposal.

Submit comments

Back to my proposals

- **Organiser Control Panel** = please refer to section 4. *Scientific Organiser's Control Panel* for full details.
- **New application** = Scientific Organisers can start a new proposal by clicking on this button.

4. Scientific Organiser's Control Panel

Organiser control panel for event: **Prova CG - 33333**

Dear Event Organiser,
please click on **Event Participants** to visualise and download all requests to attend your event, or click on **Event Final Report** to upload all the required documents within one month from the end of the event.
Click on the "**Back to my proposals**" button to return to your Event proposals list.

Event Participants

Event Final Report

Back to my proposals

NOTE: at present the Organiser Control Panel can be activated only for users with *Organiser* role. If an admin person needs to access the control panel to add participants or manage the docs of the final report, he/she needs to register in the ICGEB Service Gateway (point 1. Introduction) and be inserted as organiser by the Scientific Organiser.

4.1 Event Participants

Organiser control panel for event: **test no endorsement - W/AFG26-01**

Dear Event Organiser,
please click on **Event Participants** to visualise and download all requests to attend your event, or click on **Event Final Report** to upload all the required documents within one month from the end of the event.
Click on the "**Back to my proposals**" button to return to your Event proposals list.

Event Participants

Event Final Report

Before the event

In this section you can access all **requests to attend your event**, submitted through the ICGEB Service Gateway, with the indication of their current status (either "partially submitted" or "complete")

Individual applications

- to access the applicant's data click the button in the **Show details** column
- to download the applicant's form and attachments click the button in the **Download attachments** column

Complete list

- click on the **Download list as an Excel file** button to obtain a working chart with all the applications registered in your event system
- click on the **Download all attachments for the event** button to download applications and attachments organised in individual folders

During the event

Organisers need to **complete the online records** with the details of attendance of all participants, (including eventual co-organisers, invited speakers and assistants). These must match the Participants List and statistical information submitted with their Final Report

- Click on the **Add a new participant** button to add missing records (*Mandatory fields: Name, Surname, Gender, Date of Birth, Nationality, Email*)
- Click on the **Attendance** button and select "Yes/No", as appropriate
- Click on the **Type of registration** button to check and eventually revise the participant category (*options available: Meeting organiser, Assistant, Invited speaker, Applicant, Registered participant*)

Add a new participant

Download list as an Excel file

Download all attachments for this event

Surname and name	Gender	Date of birth	Nationality	Registration mail	Application status	Type of registration	Attendance	Show details	Download attachments
ALBERTINI Chiara	F	25/11/1974	Italy	alberti@icgeb.org;alberti.chiara11@gmail.com	Application complete	Select type	▼ Selec...		

Items per page: 30 1 - 1 of 1 < >

Event Final Report

Back to my proposals

By clicking on **Add a new participant**, the following window appears to be filled-in by the Organiser:

Add new participant

Close
Save

Anagraphical data

Applicant surname:

Applicant name:

Applicant nationality:

Applicant gender:

Applicant birth date:

Applicant Email address :

Application status :

Current affiliation :(Applicant's Institute/University/etc.):

Affiliation address country:

Affiliation address city:

Close
Save

In the table with the lists of participants, the Scientific Organiser shall complete the following fields:

- **Type of registration:** 5 options available (i. Event Organiser, ii. Assistant, iii. Invited speaker, iv. Applicant, v. Registered participant)
- **Attendance:** 2 options (YES or NO) – to be indicated after event completion

Additional columns:

- **Show details:** the Organiser can visualise the details of each participant.
- **Download attachments:** the Organiser can download a zip folder with the applicant's form and attachments (if any).

4.2 Event Final Report

Event Final Report

Organisers must submit their Final Report and all the required attachments online **within one month from the end of the event**.
This section refers to all categories of ICGEB events. You must therefore **refer to your contract documents** to:

a) check **which attachments need to be uploaded** (this depends on the type of event you organised)

b) find the link to **access the Sample formats** to be used

Please note:

- Select the name of the document you are uploading from the scroll down list provided
- Only files in the .pdf,.zip,.xls or .xlsx format are accepted. The size limit for each attachment is 50 MB
- Documents uploaded are automatically saved on the platform in the 'My event proposals' section and you can complete the process at different times

As soon as you have uploaded all the required documents, click on the blue button **Send confirmation to MCU office**.

Should you experience any technical problem, please contact support@icgeb.org describing the actions you were doing when the problem arose.

Please select the attachment you want to upload

Attachment

Upload the file you selected (pdf or zip file format accepted)

Choose File No file chosen

Upload

Download attachments

List of uploaded attachments for Final Report:

Send confirmation to MCU office

Back to my proposals

▪ Attachments:

- Opening statement (pdf)
- Pictures of the event (zip folder)
- Abstract Book/handouts/manuals, as applicable (pdf)
- Final participants list (pdf)
- Final programme (pdf)
- Final report (pdf)
- Participants statistics chart (Excel)
- Press/social media coverage (pdf)
- Sample badge (pdf)
- Sample certificate of attendance (pdf)

If a document is selected from the drop-down menu (*Please select the attachment you want to upload*) and then uploaded, it disappears from the list to avoid duplications of the same document. Once uploaded it is listed in the **List of uploaded attachments for Final Report**.

When the organiser finalises the upload of all documents, he/she shall click on **Send confirmation to MCU office**.

The following alert appears:

isgtest.icgeb.org says

Are you sure you have uploaded all the required documents and want to send them to the Meetings and Courses Unit?

OK

Cancel

The Organiser receive an automatic notification from notifications@icgeb.org