

## EUROPEAN FEDERATION FOR IMMUNOGENETICS (EFI) PROCEDURE DOCUMENT

EFI OFFICE/COMMITTEE OWNERS	EFI Office/Executive Committee
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### DOCUMENT REVIEW HISTORY

REVIEW DATE	REVIEWED BY	COMMENTS/CHANGES
30/09/2025	EFI Deputy Secretary	Submission dates in example updated

## Support for EFI International Affairs Procedure

### 1.0 Background

The EFI Executive Committee will propose annually, an amount of money within the annual budget that can be used to support organisers of educational meetings. This money is entitled "International Affairs". The meetings that will be supported must have a theme relevant to the field of Histocompatibility and Immunogenetics. The EFI budget is approved annually by the EFI membership at the General Assembly held during the annual EFI Conference.

### 2.0 Requirements for meeting organisers that wish to apply for EFI support

The meeting organiser(s) must have current EFI membership, unless the meeting is being organised under the auspices of another organisation e.g. ESOT, ECI.

### 3.0 Dates for submission of applications

There are four deadlines in each year for receipt of applications: March 1st, June 1st, September 1st and December 1st. Applications must be submitted at least three months but no more than 12 months prior to the planned meeting.

The table below describes the deadlines for applications for funding to organise an EFI supported meeting. E.g. if you wish to hold a meeting in January 2028, you may apply for funding prior to the deadline of March 1st 2027 or June 1st 2027 and also September 1st 2027, the latter being the last date applications can be received.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Month of meeting
September 1 <sup>st</sup>												Sep 1 <sup>st</sup>
		December 1 <sup>st</sup>										
March 1 <sup>st</sup>		March 1 <sup>st</sup>										
June 1 <sup>st</sup>			June 1 <sup>st</sup>									

### 4.0 Procedure for applying for support for organisation of the meeting

- 4.1 The meeting organiser(s) must submit the following information by email to the EFI Secretary
  - 4.1.1 Proposed programme of meeting
  - 4.1.2 Location of meeting
  - 4.1.3 Dates of meeting
  - 4.1.4 Brief CV of meeting organisers
  - 4.1.5 Sources of funding, including what is requested and why, from EFI

- 4.2 The EFI Central Office will check the membership status of the applicant where appropriate
- 4.3 All applications received at each submission deadline will be collated and sent by email to the review committee appointed by the EFI Executive Committee.
- 4.4 The review committee will assess the applications and send decisions to the EFI Secretary via the EFI Central Office. This process should take place within twenty-one days and a minimum of three review committee members should respond. The aim will be to have agreement of all reviewers. If agreement is not provided, the review will be extended to further members of the EFI Executive Committee and/or officers of other EFI Committees e.g. Education.
- 4.5 The EFI Central Office Administrator will inform the applicants of the outcome.
- 4.6 The successful applicant will contact the EFI Treasurer to coordinate transfer of funds.
- 4.7 The organisers will be asked to produce an article on the meeting for the EFI newsletter.
- 4.8 The organisers will be given permission to use the EFI logo on advertisements for their meeting.
- 4.9 The organisers must agree to the distribution of EFI promotional material to the meeting attendees e.g. membership application forms, information on the next EFI conference

## **5.0 Equality, Diversity & Inclusivity**

EFI recognises that having a diverse group of people working with and for us at every level enhances our impact. So EFI particularly welcomes applications – for EFI International Affairs – from those from under-represented backgrounds, including those whose first language may not be English.

## **Related documentation**

N/A