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CA18129 - Islamic Legacy: Narratives East, West, South, North of the Mediterranean (1350-1750)

USEFUL INFORMATION FOR LOCAL ORGANISER TEAMS

Dear colleague,

If you are going to organize a CA18129 activity, please find below some practical information which will lead you in the process of organizing it, from the very beginning to the end of the initiative.

1. GENERAL GUIDELINES

Organising an activity for the COST Action will be a very easy task if you follow to the letter all the rules of the COST program and also the specific ones of our own project. Please, before doing anything else, outline a schedule, divide tasks within the team, establish steps and propose deadlines. This will ultimately lead you to be successful in your role as **Local Organiser Team**.

Beyond your local team, consider always to ask and solve questions with your **WG leader** and, in case you need to, with the **Chair and Vice-Chair of the Action**. The three of them will be at your disposal along the process. In addition, it will be essential to be in permanent communication with your **institution administration**. Please, do not forget to inform them that you are going to organize an activity for this project. They will help you with the financial issues, bank account, the venue commodities and conditions, meals and coffee-breaks.

Documents to be filled in and to help you when organizing the activity are to be found at the reserved area of the project's reserved area. You will have access to them with the following user name and password:

<https://is-le.eu>

Username: isle@users

Password: Zk&K5%ywh&q3W?cnh

It will also be essential to have access to the e-cost website and that both your profile and your institution data are updated in the platform. Participants in the activity need also to have a profile here: <https://e-services.cost.eu/user/login>

2. PARTICIPATION IN THE ACTIVITY

A key step when organizing an activity is to launch a Call for Papers/Participation. Please, remember that you will need to launch it twice: the first one is an internal call, for all the members of the project. The second one is an external call, for any academic interested in the topic.

The Call for Papers would be reviewed by your WG leader and the Chair and Vice-Chair of the Action. Upon their approval, you will need to send it to the Communication Manager (Inês Coutinho, icoutinho@fct.unl.pt), who will disseminate it through the project's mailing list, website and social networks.



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3. ACTIVITY INFO SHEET

Please proceed and fill in the activity info sheet. It will be very useful in order to estimate the number of participants that can be reimbursed with the allocated budget. You will find it here: https://is-le.eu/reserved-area/#elf_11_QWN0aXZpdGllcw

After the budget and program of the activity are approved by the Chair and Vice-Chair of the Action, the invitations to the participants will be sent through the e-cost platform. Please, remember and advise your participants that they **cannot** purchase their tickets and book their accommodation before getting the **e-cost invitations**. According to COST rules, they will not be reimbursed if they proceed that way.

4. FINANCIAL SUPPORT: REIMBURSEMENT RULES AND ELIGIBLE EXPENSES

The LOS (Local Organiser Support) is a contribution to the overall expenses related to organising approved meetings (excluding Dissemination meetings), Conferences, Workshops and / or Training Schools. The Local Organiser can, in agreement with the Action Chair (and / or Action Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution, which is the case of CA18129), choose between two reimbursement modalities which determine the basis for calculating the LOS amount that can be claimed. LOS can only be paid into an institutional bank account and never into a personal bank account. Please, choose the modality that suits better with your activity/local conditions. It will be important to contact your institution administration and talk to them before choosing the modality.

Reimbursement Modality 1

The first reimbursement modality enables the Local Organiser to claim a lump sum of up to EUR 20 per participant for each day the participant attends the approved activity. For the first reimbursement modality, the following conditions are applicable when submitting a Local Organiser Support claim:

- A maximum of EUR 5 000 can be claimed;
- A participant's signature can be counted towards the eligible lump sum amount that can be claimed regardless of the eligibility status of each signer;
- Attendance must be evidenced by each participant signing the attendance list for each day they attended the approved activity;
- The Grant Holder must upload, onto the e-COST platform, the meeting / Training School attendance list for each day of the approved activity. Invoices do not need to be submitted by the Local Organiser for this reimbursement modality.
- The Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution) can choose to approve an amount lower than what the lump sum amount of EUR 20 per participant for each day the participant attended the approved activity permits.

Reimbursement Modality 2

The second reimbursement modality enables the Local Organiser to claim eligible expenses which are justified against amounts detailed on invoices. The expenses claimed have to be itemised by means of the Local Organiser submitting a breakdown of eligible expenses. **V.A.T. listed on**



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invoices cannot be claimed by the Local Organiser. For the second reimbursement modality, the following conditions are applicable when submitting a Local Organiser Support claim:

- A maximum of EUR 10 000 can be claimed;
- A final breakdown of eligible expenses must be encoded into e-COST by the Local Organiser. The Local Organiser must upload onto e-COST all the invoices concerning the encoded eligible expenses;
- V.A.T. cannot be claimed by the Local Organiser.
- The Local Organiser must upload, onto the e-COST platform, the meeting / Training School attendance lists for each day of the approved activity.

Eligible Expenses

- Rental of rooms and AV (audio-visual) materials.
- Rental of poster stands.
- Photocopying and the printing of programmes, book of abstracts, book of proceedings, flyers etc.

For meetings with a minimum of 40 participants invited as evidenced in e-COST, up to a maximum of 15% of the eligible LOS amount can be claimed by the Local Organiser to support the administrative and secretarial expenses linked to hosting and organising the approved scientific activity. The local organiser must submit a time sheet indicating the name of the personnel and number of hours worked and hourly rate, and the document signed by a legal authority from the institution.

- Field trip expenses if scientifically justified and relevant to the objectives of the approved meeting / Training School.
- Coffee breaks and light refreshments
- Light lunches (light lunches are wraps / sandwiches / finger food etc.) – light lunches count as one meal when calculating an eligible participant's meal provision. This means that any light lunch offered to an eligible participant (irrespective of where the funding for the lunch is sourced) is to be counted as one meal and must be deducted from the daily meal allowance afforded to each participant.
- One single networking dinner for the entire meeting duration which has to be deducted from the daily meal allowance of each eligible participant. Up to maximum 45 Eur per person including beverages is eligible.
- Collective bus transfer to the event venue. This refers to the transfer of all participants from a designated point to the event venue in the cases when the event venue is in a remote location without adequate public transport. This does not include airport transfer to hotels, bus transfer to the conference dinner or the bus reservation with a touristic purpose, which are not eligible in any case.
- Consumables purchased for Training Schools (see Section 6) such as laboratory materials and / or the rental of scientific equipment. The quantity and nature of the purchased or rented consumables must be coherent with the needs and requirements of the Action Participants who will attend the approved activity.



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Non-Eligible Expenses

- V.A.T. and any other indirect taxes.
- Networking dinners exceeding the one single networking dinner limit.
- Group accommodation bookings.
- Accommodation bookings for individual participants.
- Translation or interpretation expenses.
- Field trip expenses without relevant scientific justification.
- Purchase of technical equipment or electronic devices such as mobile phones, computers, printers etc.
- Notepads and pens, or any office supplies
- Any expense not listed in the list of eligible expenses

Please, remember that COST has also specific rules when co-locating activities, when co-organising activities with another COST Action and when co-organising COST Action Activities with an External conference. In those cases, please, have a look at the general COST Vademecum (Section 7.1.2-7.1.4.).

<https://www.cost.eu/wp-content/uploads/2019/11/Vademecum-20062019-V7-released-on-26-July.pdf>

In addition, please remember that CA18129 has its own specific reimbursement rules, that are to be found here:

<https://is-le.eu/contacts/>

5. DISSEMINATION

Dissemination is considered a key component in any COST Action but specifically in our project. Please, notify our Communication Manager (Inês Coutinho, icoutinho@fct.unl.pt) whenever you want to disseminate your Call for Papers (both internal and open calls). You might also contact her to send pictures taken during the activity. She will post them in our social networks (Facebook, Twitter, Instagram).

6. AFTER THE ACTIVITY

The reimbursement claim must be submitted via e-cost **within 10 days** after the end of the activity. The claim must include supporting documents.

Questions regarding this issue are to be solved with the Grant Holder Manager, Belén Moriñigo (bmorinigo@pas.uned.es).