

Guidelines - Use of IASC Funds to support participation in online meetings / workshops

Since the start of the COVID-19 pandemic (almost) all in-person meetings, workshops and conferences worldwide had to be cancelled, postponed or moved into **online formats** instead. With the duration of the current pandemic still being uncertain, and the number of online meetings / workshops / events also likely increasing in the coming years (e.g. due to better technology and focus on reducing our carbon footprint by reducing travel), the IASC Secretariat, at the request of ExCom, has prepared a list of alternatives to how IASC funds can be used to **support participation in online events**.

Generally approved expenses:

- online conference fees
- abstract submission fees
- software needed to organize or participate in the online meeting (e.g. license for Zoom) during the **month** of the meeting / workshop. Please note that IASC has a Zoom account that could be made available for online events.

*Expenses that require **pre-approval** by the IASC Secretariat and would need some justification:*

- **WiFi hotspot** (in case the funding recipient has no internet at home) or a **faster internet connection** (in case the available connection is not fast enough for the online meeting / workshop) during the **month** of the meeting / workshop
- **phone charges** that arise as a result of attending the meeting / workshop (only if the participant is unable to participate online but has to call into the meeting instead using a cell phone or landline)
- **day-care costs** for children during the meeting times
- **Room rent of a meeting space** where a group can come together to participate jointly online in the meeting (**travel costs** to this meeting space can be claimed by the participants)
- **other costs** as suggested by the recipient and decided on by the IASC Secretariat on a **case by case basis** if deemed eligible for reimbursement

*Expenses that need **pre-approval** by the IASC Secretariat and that can only be **claimed once ever** from IASC (as IASC will not fund technical equipment for the same people every year):*

- computer / tablet (maximum amount 300€)
- computer / tablet accessories (e.g. microphones, headsets, batteries, cables, camera) needed to join the meeting.

*Expenses of **funding recipients living in remote Arctic communities** that need **pre-approval** by the IASC Secretariat:*

- travel cost to access technology / internet connection (e.g. travel costs / accommodation / per diem to travel from a remote Arctic location to a larger urban center with a better internet connection)

Funding amounts

IASC wants to avoid paying very small funding amounts to each funding recipient as that would increase our bank charges significantly. When selecting the funding amounts per funding recipient, workshop / meeting organizers should therefore ensure that the individual claims ideally are **not less than 250 Euros** (each funding recipient could claim a combination out of the above expenses with the total being more than 250 Euros).

Who is eligible to receive funding?

The same eligibility criteria are used as if IASC would provide the traditional funding support for an in-person workshop. Funding is only available for workshop participants / logistical costs of organizing the workshop / meeting and a minimum of $\frac{1}{3}$ of the funds should be used to support early career researchers.

The funding recipient is required to have an **active role in that meeting** (e.g. by presenting in / chairing / moderating the meeting, participating in a panel discussion, providing virtual technical support, being meeting rapporteur). IASC will **not fund** participation of regular audience members.