

Regulations for reimbursement of MaxBI members attending technical workshops and visiting MPS core facilities.

1) MaxBI is committed to support its members who are facing new challenges in their facilities, want to further develop their skills, or just started their position. Therefore, MaxBI members can apply for partial reimbursement of attendance fees and traveling expenses for technical workshops aimed to improve their skills and knowledge in microscopy and facility managements. They can also apply for reimbursement for research visits to other core facilities in the MPS, for duration of up to 5 days. Conferences are excluded from this possibility.

2) MaxBI will provide the following reimbursements if not otherwise stated:

- 50% of the (travel + accommodation) for visits to MPS core facilities.

- 50% of the total costs (registration fee + travel + accommodation) in case of workshops organized by MaxBI or GerBI. Costs to travel to the annual general assembly will not be refunded.

- 25% of the registration fee is covered for workshops organized by third parties.

The maximum reimbursement is 1000€.

3) In order to apply for partial reimbursement, the applicant should send a short motivation letter (max. 400 words) explaining why the activity is relevant for applicant and the institute. This letter should be sent before the workshop or research visit to the responsible for the Staff & Users training workgroup: gabriele.malengo@synmikro.mpi-marburg.mpg.de. The steering committee will take and communicate a decision within few days.

4) After attending the workshop or after a facility visit, the applicant gets the usual reimbursement from their institute. To obtain the contribution to the expenses from MaxBI, we ask to provide a short report (half a page is sufficient) describing the workshop/ facility visit and specifying how it contributed to further developing the professional skills of the MaxBI member. Ideally this report contains photos or microscopy images for illustration. Such report must be sent to the responsible for the Communication workgroup: Elisa.Deste@mr.mpg.de for publication on the MaxBI website.

5) To obtain the reimbursement, the respective institute sends an invoice to MaxBI to get part of the expenses refunded, as specified in point (2):

The invoice address is:

Max-Planck-Institut für Biologie des Alterns
Max-Planck BioImaging
Joseph-Stelzmann-Str. 9b
50931 Köln

Please send the invoice electronically to:

invoice-balt@gv.mpg.de