

## Leiden Congress Fund

Organising a congress often has to be done within a limited time span. In many cases it requires substantial organisational and financial investments but general banks are often reluctant to give financial support, precisely because of the short deadlines and uncertainties involved.

Since both Leiden University and the municipality of Leiden wished to promote Leiden's facilities as a place to host congresses they established the Leiden Congress Fund. The Fund is managed by SCL. Everyone organising a national or international congress may apply for funding, provided the following requirements are met:

- The congress must take place in the Leiden region (this includes Noordwijkerhout);
- The logistic organisation (incl. drawing up a budget) of the congress must be assigned to Leids Congres Bureau;
- The financial liability of the congress must be carried by a non-profit organisation;
- The application for funding must be submitted at least two months prior to the commencement of the congress.

The Leiden Congress Fund offers:

- Underwriting guarantees

This guarantee is intended to insure the applicant against disappointing revenue from participants fees, e.g. when fewer participants register for the congress than estimated in the budget. A guarantee will be given if SCL approves of the budget and Leids Congres Bureau supports the application.

The maximum amount of a guarantee is EUR 5,000. The congress organisation applying for this guarantee will have to pay a commission of 2% of the underwritten guarantee.

### Are you interested in the Leiden Congress Fund?

Applications for pre-financing and/or guarantees can be sent to:

Leids Congres Fonds  
C/o Leids Congres Bureau  
P.O. Box 16065  
2301 GB Leiden  
The Netherlands  
Tel.: +31 71 514 8203  
Fax: +31 71 512 8095  
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