

## Instructions for ICDP funded Workshops

1. PIs have to draft a **Workshop Call** that will be published on the ICDP web and elsewhere such as EOS; examples of past calls can be found on the ICDP web; the draft **Workshop Call** will be checked and approved by ICDP OSG
2. Once the **workshop time and location** has been fixed and participants are selected the PI(s) must provide a list of participants and a revised workshop budget to ICDP OSG before funds can be made available
3. PI(s) are obliged to sign a **letter of agreement** on workshop funding conditions
4. ICDP will make **funds** available to successful workshops proponents either through wire transfer to the institution of the PIs or by covering directly expenses for the workshop upon approval by PI according to needs
5. If to be covered by ICDP directly, **invoices on workshop services** such as accommodation, transport, meeting rooms and so forth must include service details such as persons served and wire transfer details namely account holder, bank account, bank name, bank address as well as IBAN and BIC or SWIFT and BIC; duration of international wire transfers is at least two weeks
6. PIs have to check and **approve all invoices** to ICDP via email or in other written form
7. Participants eligible for travel reimbursement through ICDP have to use the **ICDP Travel Claim Form** fill all details (especially banking information for wire transfer including IBAN, BIC and SWIFT codes), attach all receipts, compile all files into a single PDF and submit to ICDP. The form is available from the ICDP at: [https://www.icdp-online.org/fileadmin/icdp/downloads/icdp\\_travel\\_claim\\_form.pdf](https://www.icdp-online.org/fileadmin/icdp/downloads/icdp_travel_claim_form.pdf)
8. PIs are obliged to submit a **workshop accounting form** three months after the meeting at the latest
9. A **workshop report** to the journal Scientific Drilling or alike is obligatory
10. **Points of contact** at the ICDP Operational Support Group: Thomas Wiersberg [t.wiersberg@icdp-online.org](mailto:t.wiersberg@icdp-online.org)