Scientific Meetings and Consultations

Call for proposals
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Chapter 1: Introduction / Scientific Meetings and Consultations

1 Introduction

In this Call for proposals information is provided about the application procedure for the “Scientific Meetings and Consultations” funding round. This Call for proposals falls under the responsibility of the Dutch Research Council (NWO).

In this Call for proposals you will find information about the aim of this programme (Chapter 2), the conditions for the grant application (Chapter 3) and how your proposal will be assessed (Chapter 4). This is the information you need to submit a grant application. Chapter 5 states the obligations for grant recipients in the event you are awarded funding, Chapter 6 contains the contact details and Chapter 7 the annexes.

1.1 Background

One of NWO’s statutory duties is to encourage new developments within scientific research in the Netherlands. In its strategy 2023-2026 ‘Science Works!’, NWO states its ambition to facilitate collaboration. The NWO Domain Science Board therefore funds the organisation of scientific meetings and consultations at the national and international level within its research area or in collaboration with other research areas. With this, the Domain Science explicitly offers opportunities for scientific meetings and consultations that go across domain boundaries.

This Call for Proposals for Scientific Meetings and Consultations provides you with information about the submission of an application for the financial support of scientific meetings or consultations with a research question within or that overlap with the earth sciences, astronomy, chemistry, ICT, life sciences, physics and mathematics (see also Section 6). An application can be monodisciplinary, multidisciplinary or interdisciplinary in nature.

1.2 Available budget

The available budget for this Call for proposals is € 566,000.

1.3 Submission deadline(s)

This call has submission periods in which an application must be submitted. An application for a national or international scientific meeting must be submitted to NWO Science between three and twelve months before the meeting takes place. An application for a scientific consultation must be submitted to NWO Science between one and twelve months before. Applications that satisfy the formal requirements will be considered in order of receipt. If the maximum budget available has been reached, the funding instrument will be closed. In this case NWO will publish when the funding instrument will open again.
2 Aim

This chapter describes the aim of the programme and the societal impact.

2.1 Aim of the programme

In its strategy 2023-2026 'Science Works!', the NWO Domain Science indicates that will play a greater role in encouraging national and international knowledge networks and promoting all forms of disciplinary (mono-, inter- and transdisciplinary) collaboration, as well as collaboration spanning the knowledge chain, and knowledge building. The aim of this programme is to facilitate academic networks and collaboration in the (inter)national context within the natural and physical sciences, including collaborations with other scientific domains, by means of scientific meetings and consultations. The programme supports the exchange of research and ideas as well as the formation of research communities. Via this low-threshold instrument, the field can request support for the organisation of scientific meetings as well as consultations for the formation and development of new (cross-domain) teams and consortia.

The NWO Domain Science understands scientific meetings to be (inter)national symposia and congresses organised by fields of expertise within the natural and physical sciences (see Section 6), or in collaboration with other fields of research. The aim of a scientific meeting is to allow parts of the research community with a joint scientific interest to become acquainted with each other's research. For young researchers, a scientific meeting offers an important opportunity to present their research in front of their "own audience" and build up an (inter)national network. The programme also offers researchers the possibility to organise scientific consultations to realise the joint submission of European calls or to establish a national or international network, for example.

Scientific consultations are intended to support consortium and team forming. NWO-domain Science stimulates the formation of cross-discipline and cross-domain teams and consortia. Funding can be requested for a scientific consultation to be organised by the applicant for the purpose of writing a European grant proposal of starting/building up a national network. A scientific consultation can, if necessary, consist of several successive contact moments (several meetings in order to write the proposal, for example).
3 Conditions for applicants

This chapter contains the conditions that are applicable to your grant application. Firstly it describes who can apply for funding (Section 3.1) and what you can request funding for (Section 3.2). Subsequently, you will find the conditions for preparing and submitting the application (Sections 3.3 and 3.4) and the specific funding conditions (Section 3.5).

3.1 Who can apply

Full, associate and assistant professors, other researchers with a comparable position*, postdocs, and PhD candidates may submit an application if they have a paid position, for at least until the meeting or consultation for which funding is requested, at one of the following organisations (see extra conditions below in section 3.1):

- universities located in the Kingdom of the Netherlands;
- university medical centres;
- institutes affiliated to the Royal Netherlands Academy of Arts and Sciences (KNAW) or NWO;
- Netherlands Cancer Institute;
- the Max Planck Institute for Psycholinguistics in Nijmegen;
- Naturalis Biodiversity Center;
- Advanced Research Centre for NanoLithography (ARCNL);
- Princess Máxima Center.

*A comparable position refers to a researcher that has a demonstrable and comparable number of years of experience in carrying out scientific research and supervising other researchers as a full, associate or assistant professor.

Persons with a zero-hour employment agreement may not submit a proposal. For persons with a contract for a limited period of time (other than a tenure track appointment) extra conditions apply.

It could be the case that the applicant’s employment agreement or tenure track agreement ends before the intended completion date of the meeting or consultation for which funding is applied for, or that before that date, the applicant’s tenured contract ends due to the applicant reaching retirement age. In that case, the applicant needs to include a statement from their employer in which the organisation concerned guarantees that the meeting or consultation for which funding has been requested will receive adequate supervision for the full duration of the meeting or consultation.

Extra conditions:
- If the main applicant has an employment agreement for a limited period of time (other than a tenure track appointment), then a co-applicant with a tenured position (and therefore a paid position for an indefinite period) or a tenure track agreement will be required.

Main and co-applicants

The main applicant submits the proposal via the NWO web application ISAAC. During the assessment process, NWO will communicate with the main applicant.

After a proposal has been awarded funding, the main applicant will become the project leader and point of contact for NWO. The knowledge institution of the main applicant is the main beneficiary and will become the official secretary.

Co-applicants have an active role in realising the project. The (sub)project leaders and beneficiary/beneficiaries are jointly responsible for realising the entire project.
3.2 What can be applied for

This section describes what funding may be applied for. Differences exist between the funding for national or international meetings and consultations. Meetings and consultations that are already or could be financially supported by NWO, including meetings organized at the Lorentz Center, may not obtain funding from this instrument.

3.2.1 Scientific meeting

Funding can be requested for a scientific meeting to be organised by the applicant. The maximum remuneration per participant is €60, with a maximum of €15,000 per meeting. The organisers of the scientific meeting must provide matching of at least €25 per eligible participant.

You cannot submit a grant application in this instrument for:

- Scientific meetings that not take place in the Netherlands;
- Closed meetings;
- Olympiads;
- Courses;
- Meetings with a specific educational perspective, such as professional development activities and/or masterclasses for PhDs or postdocs, or so-called ‘workshops’ or ‘summer schools’;
- Meetings honouring researchers, such as farewell symposia, inaugural lectures, thesis defences and other similar personal meetings in honour of scientists, or other festive meetings;
- Activities organised by student associations.

The funding is solely intended to facilitate the meeting. NWO Domain Science makes a contribution towards costs for:

- The design and use of a digital platform hosting the conference (e.g. recording costs);
- Renting facilities (room, studio, technical support, computer, video projector);
- Participants’ attendance costs (coffee, tea, lunch, overnight stay);
- Travel and accommodation costs of guest speakers;
- On-site childcare.

Not eligible for funding are costs for dinners and informal drinks, symposium publications (book or abstracts), gifts, use of a professional congress organiser and awards.

3.2.2 Scientific consultation

The maximum remuneration per eligible participant per scientific consultation is €60, up to a maximum of €2,400 per consultation. A consultation does not have an annually recurring pattern and for each consultation you can only apply once.

The funding is solely intended to facilitate the consultation. NWO Domain Science makes a contribution towards costs for:

- Renting facilities (room, computer, video projector);
- Participants’ attendance costs (coffee, tea, lunch, overnight stay);
- On-site childcare.

3.3 Preparing an application

The steps involved in writing your application are:

- Download the application form from the NWO web application ISAAC or from the NWO web page (on the grant page of the funding instrument concerned);
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- complete the application form;
- save the application form in ISAAC as a PDF file and upload it;
- fill in the requested information online in ISAAC.

You must write your application in English.

An application can only be submitted via the web application ISAAC. Applications that are not submitted via ISAAC will not be taken into consideration.

As the main applicant, you are required to submit the application via your own personal ISAAC account.

It is important to start with your application in ISAAC on time:
- if you do not yet have an ISAAC account, then you should create this on time to prevent any possible registration problems;
- any new organisations must also be added to ISAAC by NWO;
- you also need to submit other details online.

For consultations it is possible to submit the application up to one month before the planned date. Nonetheless, it is advisable to submit your application sooner in order to be informed of the NWO Science Board.

Applications submitted before or after the permitted submission period will not be taken into consideration by NWO (see section 1.3).

For technical questions, please contact the ISAAC helpdesk, see contact (Chapter 6).

The applicant must inform the organisation where she/he works about the submission of the application, and the organisation must accept the granting conditions of this Call for proposals.

3.3.1 Advice about substantive suitability

For this Call for proposals, your application must fit in the NWO Domain Science. Therefore, please consider in good time whether your application meets the substantive criteria. In case of doubt, for instance because your application has a (partly) domain-overarching and/or ZonMw character, please get in touch with the contact person for this programme well before the deadline. This person can advise you about the substantive connection between your application and this Call for proposals.

Please note that the final choice is yours. For contact details please see Section 6.1.1.

3.4 Conditions for submission

3.4.1 Formal conditions for submission

NWO will assess your application against the conditions listed below. Your application will only be admitted to the assessment procedure if it meets these conditions. After submitting your application, NWO requests you to be available to implement any possible administrative corrections so that you can (still) meet the conditions for submission.

These conditions are:
- The scientific meeting or consultation takes place in the Kingdom of the Netherlands;
- The main applicant and co-applicant(s) meet the conditions stated in Section 3.1;
- the application complies with the DORA guidelines as described in Section 4.1;
- the application form is, after a possible request to make additions or changes, complete and filled out according to the instructions;
- the application is submitted via the main applicant’s ISAAC account;
- the application is received within the submission period: i.e. between three and twelve months before a meeting and between one and twelve months before a consultation;
- the application is written in English;
the application budget is drawn up in accordance with the conditions for this Call for proposals;

3.4.2 Additional conditions

Scientific meetings and scientific consultations supported by NWO within this programme must satisfy the following additional criteria:

National Scientific meeting

- The meeting is open to all fellow researchers in the Netherlands and the external participation (from Dutch universities/institutes other than the organising university/institute) forms at least one third of the total number of participants.
- The funding is intended for scientific staff and possibly consortium partners from industry or public organisations, for example, but not for students, supporting personnel, et cetera.
- An own financial contribution of at least € 25 per eligible participant is required.
- Speakers from mainly Dutch research institutions fill the majority of the programme for a scientific meeting.

International Scientific meeting

- The meeting is open to all fellow researchers within and outside of the Netherlands and the participation from Dutch universities/institutes constitutes at least 20% of the total number of participants.
- At least 10% of the number of participants are peers employed abroad. This number of participants is independent of the speakers.
- The external participation (from Dutch universities/institutes other than the organising university/institute) forms at least one third of the number of participants.
- The maximum number of participants is 250 people.
- The funding is intended for scientific staff, not for students, supporting personnel, et cetera.
- An own financial contribution of at least € 25 per eligible participant is required.
- The programme of the meeting aims to have at least 20% of the speakers from Dutch research institutions*. This means that:
  1. at least 20% of the invited (keynote) speakers come from Dutch research institutes;
  2. the aim for the rest of the speakers is 20% from Dutch research institutions;
- * In the case of a peer review selection process (for the speakers), the selection committee will be informed that at least one speaker must be employed at a Dutch research institution.

Scientific consultation

- A scientific consultation consists of at least 20% participants who work at Dutch research institutions.
- The maximum number of participants is 40 people.

3.5 Conditions on granting

The NWO Grant Rules 2017 and the Agreement on the Payment of Costs for Scientific Research are applicable to all applications, unless this Call for Proposals includes a derogation.

Before the start of the meeting, the applicant will submit the provisional programme to NWO Domain Science. If you are awarded funding from this funding instrument, then you will also externally publicise the support from NWO, especially towards the participants of the scientific meeting or scientific consultation. This can be done by placing the NWO logo (available at www.nwo.nl/logo) on the website concerned, on the welcome slide in the room or in the abstracts book or other printed materials for the meeting or consultation, for example.
NWO Science wants to maintain close contact with its researchers. Therefore, in further consultation, and if desirable, NWO will cooperate with the applicant, for example by offering a presentation from NWO during the scientific meeting or scientific consultation. In addition, up to two NWO employees can, if so desired, attend the scientific meeting or scientific consultation free of charge.

3.5.1 Compliance with the National Knowledge Security Guidelines

World-class science can benefit from international cooperation. The National Knowledge Security Guidelines (hereafter: the Guidelines) helps knowledge institutions to ensure that international cooperation can take place securely. Knowledge security concerns the undesirable transfer of sensitive knowledge and technology that compromises national security; the covert influence of state actors on education and research, which jeopardises academic freedom and social safety; and ethical issues that may arise in cooperation with countries that do not respect fundamental rights.

Applicants are responsible for ensuring that their project complies and will continue to comply with the Guidelines. By submitting an application, the applicant commits to the recommendations stipulated in these Guidelines. In the event of a suspected breach of the Guidelines in an application submitted to NWO for project funding, or in a project funded by NWO, NWO may ask the applicant to provide a risk assessment demonstrating that the recommendations in the Guidelines have been taken into consideration. If the applicant fails to comply with NWO’s request, or if the risk assessment is in apparent breach of the Guidelines, this may affect NWO’s grant award or decision-making process. NWO may also include further conditions in the award letter if appropriate.

The National Knowledge Security Guidelines can be found on the central government website at: Home | National Contact Point for Knowledge Security (loketkennisveiligheid.nl).

3.5.2 Scientific integrity

In accordance with the NWO Grant Rules 2017, the project that NWO funds must be carried out in accordance with the nationally and internationally accepted standards for scientific conduct as stated in the Netherlands Code of Conduct for Research Integrity (2018). By submitting the proposal, the applicant commits to this code. In the case of a (possible) violation of these standards during a project funded by NWO, the applicant should immediately inform NWO of this and should submit all relevant documents to NWO. More information about the code of conduct and the policy regarding research integrity can be found on the website: Scientific integrity | NWO.

3.5.3 Ethical statement or licence

The applicant is responsible for determining whether an ethical statement or licence is needed for the realisation of the proposed project. The applicant should ensure that this is obtained from the relevant institution or ethics committee on time. If the project is awarded funding, then the grant is issued under the condition that the necessary ethical statement or licence is obtained before the latest start date for the project. The project cannot start until NWO has received a copy of the ethical statement or licence.

3.5.4 Nagoya Protocol

The Nagoya Protocol ensures an honest and reasonable distribution of benefits emerging from the use of genetic resources (Access and Benefit Sharing; ABS). Researchers who make use of genetic sources from the Netherlands or abroad for their research should familiarise themselves with the Nagoya Protocol (ABS Focal Point - ABS Focal Point). NWO assumes that researchers will take all necessary actions with respect to the Nagoya Protocol.
4 Assessment procedure

This chapter first describes the DORA principles (Section 4.1) and the course of the assessment procedure (Section 4.2). Second, it states the criteria that the assessment committee will use to assess your application (Section 4.3).

The NWO Code for Dealing with Personal Interests applies to all persons and NWO employees involved in the assessment and/or decision-taking process (Code for Dealing with Personal Interests | NWO).

NWO strives to achieve an inclusive culture in which there is no place for conscious or unconscious barriers due to cultural, ethnic or religious background, gender, sexual orientation, health or age (Diversity and inclusion | NWO). NWO encourages its employees to be actively aware of implicit associations and to try to minimise these. NWO will provide them with information about concrete ways of improving the assessment of an application.

4.1 The San Francisco Declaration (DORA)

NWO is a signatory to the San Francisco Declaration on Research Assessment (DORA). DORA is a worldwide initiative that aims to improve the way research and researchers are assessed. DORA contains recommendations for research funders, research institutions, scientific journals and other parties.

DORA aims to reduce the uncritical use of bibliometric indicators and obviate unconscious bias in the assessment of research and researchers. DORA’s overarching philosophy is that research should be evaluated on its own merits rather than on the basis of surrogate measures, such as the journal in which the research is published.

For more information on how NWO is implementing the principles of DORA, see DORA | NWO.

4.2 Procedure

The application procedure consists of the following steps:
- submission of the proposal;
- admissibility of the proposal;
- decision-making.

4.2.1 Submission of a proposal

For the submission of the proposal, a standard form is available on the funding page of this Call for proposals on the NWO website. When you write your proposal, you must adhere to the questions stated on this form and the procedure given in the explanatory notes. You must also adhere to the conditions for the maximum number of words and pages.

Your complete application form must have been received within the submission period via ISAAC (see paragraph 1.3). Applications submitted before or after this period will not be considered. After submitting the proposal, the main applicant will receive a confirmation of receipt.

4.2.2 Admissibility of the proposal

As soon as possible after you have submitted your proposal, you will hear from NWO whether or not your proposal will be taken into consideration. NWO will determine this based on several administrative-technical criteria (see the formal conditions for submission, Section 3.4). NWO can only take your proposal into consideration if it meets these conditions.
Please bear in mind that within two weeks after the submission deadline, NWO may approach you with any possible administrative corrections that need to be made so that your proposal can (still) meet the conditions for submission. You will be given one opportunity to make the corrections, and you will be given five working days to do this.

4.2.3 Decision-making

No external advice will be requested for the assessment of an application for a scientific meeting or scientific consultation. The NWO Science office will assess the application with the associated documents. Finally, the NWO Domain Science Board will assess the procedure followed and the advice from the assessment committee. It will subsequently determine the final qualifications and take a decision about awarding or rejecting the proposals.

4.2.4 Timetable

NWO will consider the applications in the order they are received. The NWO Domain Science Board will take their decision on a monthly basis. The date of the board decision depends on the submission date. A table on the call website (www.nwo.nl/wbo) shows the decision date for applications submitted until the corresponding submission date.

4.3 Criteria

4.3.1 Substantive assessment criteria

The applications submitted within this Call for proposals will be substantially assessed on the basis of the following criteria:

1. Fit of the application with the research areas within the domain Science
2. Fit of the application within scope of the aim of the programme
5 Obligations for grant recipients

This chapter details the various obligations that - in addition to the conditions stated in Section 3.5 - apply after funds have been awarded.

5.1.1 Open Access

As a signatory to the Berlin Declaration (2003) and a member of cOAlition S (2018), NWO is committed to making the results of the research it funds openly accessible via the internet (Open Access). By doing this, NWO gives substance to the ambitions of the Dutch government to make all publicly funded research available in Open Access form. Scientific publications arising from projects awarded on the basis of this Call for proposals must therefore be made available in Open Access form in accordance with the Open Access Policy.

Scientific articles

Scientific articles must be made available in Open Access form immediately at the time of publication (without embargo) via one of the following routes:

- publication in a fully Open Access journal or platform registered in the DOAJ;
- publication in a subscription journal and the immediate deposition of at least the author accepted manuscript of the article in an Open Access repository registered in Open DOAR;
- publication in a journal for which a transformative Open Access agreement exists between UNL and a publisher. For further information, see Open Access.

Books

Different requirements apply to scholarly books, book chapters and edited collections. See the Open Access Policy Framework at Open Science | NWO.

CC BY licence

To ensure the widest possible dissemination of publications, at least a Creative Commons (CC BY) licence must be applied. Alternatively – in case of substantial interest – the author may request to publish under a CC BY-ND licence. For books, book chapters and collected volumes, all CC BY licence options are allowed.

For more detailed information about NWO’s Open Access policy, see Open Science | NWO.
6 Contact and other information

6.1 Contact

6.1.1 Specific questions

For specific questions about this Call for proposals, please contact:

Drs. R. (Rachid) Chafi, tel.: +31 70 349 43 71, E-mail: wbo_science@nwo.nl

Visit our website: www.nwo.nl/wbo

6.1.2 Technical questions about the web application ISAAC

For technical questions about the use of ISAAC, please contact the ISAAC helpdesk. Please read the manual first before consulting the helpdesk. The ISAAC helpdesk can be contacted from Monday to Friday between 10:00 and 17:00 hours on +31 70 34 40 600. However, you can also submit your question by email to isaac.helpdesk@nwo.nl. You will then receive an answer within two working days.

6.2 Other information

The whole text of this Call for proposals has been published in both Dutch and English. The Dutch version is deemed authentic. For legal interpretation the text of the Dutch version will be decisive.

NWO processes data from applicants received in the context of this Call in accordance with the NWO Privacy Statement, Privacy Statement | NWO.

NWO might approach applicants for an evaluation of the procedure and/or research programme.
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7 Annexe(s):

NWO Domain Science research fields

Applications only fall within the scope of this Call for Proposals if they are in or overlap with the fields of earth sciences, astronomy, chemistry, computer science, life sciences, physics and mathematics. In the application you should state which of the following research areas (at least one) is applicable and for each research discipline you should state the relevance to the proposal as a percentage (at least 20%, totalling 100%). The NWO Domain Science office will use the research areas stated to allocate the proposals submitted across the cluster committees. Of course there are various research areas that cannot be allocated to one discipline. A few research areas are therefore listed under several disciplines in the list below; the disciplines are stated to make it easy to find the research areas. The research areas are listed in alphabetical order per discipline. For disciplines outside the NWO Science Domain, we refer to the NWO research fields page (https://www.nwo.nl/en/nwo-research-fields).

Astronomy, astrophysics
Astronomical instrumentation
Cosmic rays
Experimental astronomy
Formation and evolution of stars and planets
Galaxies and cosmology
Interstellar matter
Planetary research
Supernovae and compact objects
Theoretical astronomy

Chemistry
Analytical chemistry
Biochemistry
Biomolecular chemistry
Biotechnology
Catalysis
Chemical biology
Chemical technology, process technology
Macromolecular chemistry, polymer chemistry
Molecular biology
Inorganic chemistry
Organic chemistry
Physical chemistry
Structural biology
Synthetic biology
Theoretical chemistry, quantum chemistry

Computer Science
Artificial intelligence, expert systems
Bioinformatics/biostatistics, biomathematics, biomechanics
Computer graphics
Computer simulation, virtual reality
Computer systems, architectures, networks Information systems, databases
Software, algorithms, control systems
Theoretical computer science
User interfaces, multimedia
Earth sciences
Atmosphere sciences
Geochemistry, geophysics
Geodesy, physical geography
Geodynamics, sedimentation, tectonics, geomorphology
Geotechnics
Hydrosphere sciences
Paleontology, stratigraphy
Petrology, mineralogy, sedimentology
Planetary science

Life sciences
Agronomy
Anatomy, morphology
Animal behavior
Animal health, animal welfare
Aquatic and marine biology
Biochemistry, biogeochemistry
Biogeography, taxonomy
Bioinformatics
Biomedical research
Biophysics, clinical physics
Biostatistics, biomathematics, biomechanics
Biotechnology
Cell biology, histology
Developmental biology
Ecology
Environmental biology
Evolutionary biology
Epidemiology
Genetics, genomics
Immunology, serology
Microbiology, virology, parasitology
Molecular biology
Neurosciences
Nutrition, food
Physiology
Plant sciences
Stem cell Biology
Synthetic biology
Systems biology
Theoretical biology, modeling
Toxicology (biota, environment)
Zoology

Mathematics
Algebra, group theory
Fourier analysis, functional analysis
Functions, differential equations
Geometry, topology
Logic, set theory and arithmetic
Numerical analysis
Operations research
Probability theory, statistics

Physics
Biophysics, clinical physics
Condensed matter and optical physics
Fusion physics
Mathematical physics
Nanophysics/technology
Phenomenological physics
Processes in living systems
Subatomic physics
Theoretical physics
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