EMBO Courses & Workshops Programme

India | EMBO Lecture Courses Application guidelines

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Application deadlines:

1 March and 1 August annually

Eligible Countries

A	EMBC Member States	Austria, Belgium, Croatia, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Türkiye, and United Kingdom
B	EMBC Associate Member States	India, Singapore
C	Countries / territories covered by a co-operation agreement	Chile, Taiwan
D	Countries / territories eligible for co-funding by EMBO and The Company of Biologists	Brazil, Canada, China, Japan, Mexico, Republic of Korea

EMBO subject areas
Cell Cycle**,** Cell & Tissue Architecture, Cellular Metabolism**,** Chromatin & Transcription**,** Development, Differentiation & Death, Evolution & Ecology, Genome Stability & Dynamics, Genomic & Computational Biology, Immunology, Membranes & Transport, Microbiology, Virology & Pathogens, Molecular Medicine, Neuroscience, Plant Biology, Proteins & Biochemistry, RNA, Signal Transduction, **S**tructural Biology & Biophysics, Systems Biology

Contact: courses_workshops@embo.org

 EMBO Course Committee Spring 2024

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1. About

The aim of an India | EMBO Lecture Course is to teach participants, primarily PhD students and postdoctoral researchers about a specific scientific topic. The course should provide participants with background and underlying concepts, thereby making the topic accessible to scientists with diverse scientific background.

An India | EMBO Lecture Course should consist of:

- Scientific lectures by experts: preferably the speakers would give both a general overview lecture and a more specific research lecture
- Poster sessions and student presentations
- Additional sessions covering e.g.:
  - Technologies relevant to the research
  - Journal clubs
  - Reviewing of manuscripts
  - Career options
  - Responsible conduct of research
  - Where, when, and how to apply for postdoctoral positions and fellowships.
- Practical training if deemed necessary

Organizers are encouraged to consider covering scientific writing, job applications, presentation skills, or grant application writing. If additional trainers need to be hired, EMBO and India Alliance funds can be used. Please specify your request in the application.

India | EMBO Lecture Courses must take place in India and last between three and ten days to provide sufficient time for all the activities. Attendance of these events should not exceed 120 participants and the ratio of speakers to participants should be around 1:5.

Scientists can apply for funding to organize an India | EMBO Lecture Course. EMBO contributes a maximum of €35,000 of core funding and the DBT/Wellcome Trust India Alliance (India Alliance) a maximum of INR 5.5 Lakhs (~ €7000) for travel grants, childcare support, and training workshops.

Applications to organize an India | EMBO Lecture Course are accepted via the EMBO online system. Application deadlines are **1 March and 1 August** annually. Selections for funding are made by the EMBO Course Committee in April/May and in September/October. Please check the eligibility criteria before applying.

Organizers are advised to contact the EMBO office to discuss their proposal before the application deadline, especially if they are applying for an India | EMBO Lecture Course for the first time: courses_workshops@embo.org.

2. Eligibility

Applications for India | EMBO Lecture Courses must meet the following criteria to be considered for funding:

- The topic covered in the course must be within the life sciences (see EMBO subject areas on page 3).
- Scientists based anywhere in the world are eligible to apply, independent of their nationality.
- The scientific organizing committee must be gender diverse and include members from more than one institute. At least one of the organizers must be based outside India.
- The course must take place in India.

Please note: For repeating lecture courses, a new application is required for each individual event. Please remember to download the latest offline form.

3. Application process

3.1. Timeline 2023

Applications to organize an India | EMBO Lecture Course must be submitted online.

First call opening	1 December 2023
First deadline for application	1 March 2024, 12:00 noon CET
Committee meeting	April 2024
Results announced to applicants	May 2024
Second call opening	1 June 2024
Second deadline for application	1 August 2024, 12:00 noon CEST
Committee meeting	September 2024
Results announced to applicants	October 2024

Organizers are advised to apply as early as possible in the calendar year before the proposed date of the lecture course to ensure sufficient time for the proper advertising and promotion of the meeting if the application is accepted for funding.

Applications to fund events in the same calendar year will not be considered. Applications can only be for the following calendar year e.g., applications in 2024 are only accepted for an event taking place in 2025.

4. Application forms

Applications must be submitted online and consist of an online and an offline form.

In the online form, you will be asked to provide:

- Proposed title of the lecture course
- Proposed date and location of the course
- Format of the meeting (in-person only, virtual only, or hybrid)
- A list of the organizers, specifying their role (e.g., main organizer, co-organizer, administrative or financial contact)
- The expected number of participants
- Information on speakers
- An abstract describing the principal themes and objectives of the meeting
- Subject areas and keywords
- A draft budget

In the offline form (MS Word format) please provide:

- A description of the reasons to hold a meeting on the proposed topic
- Improvements that you have made based on feedback from previous meetings (if applicable). Please note that EMBO must have received and approved the reporting documents from the previous meeting before resubmission. The committee usually does not support repeat meetings without the reporting documents for the previous meeting.
- The list of speakers
- The draft programme
- A description of the networking activities
- If you are organizing a hybrid meeting, a short description of the virtual component
- The criteria for selecting the course participants
- Selection criteria for participation and expected number of participants
- A list of the scientific organizers, including a link to their respective institutional home pages and their previous meeting organizing experience
- A short description of the location
- A listing of measures you plan to take to reduce the environmental impact of the meeting.

This form must be saved in PDF format and uploaded via the online application site.

4.1. Meeting type

When completing your application, please ensure you choose **India | EMBO Lecture Course**.

4.2. Proposed title of meeting

The (main) title of the lecture course should not mention sponsor's, organization's or institute's names. Organizers should also refrain from using excessively long titles and numbers referring to previous meetings.

The description of the course should detail which organisms/systems are being covered.

4.3. Meeting format and location

Please indicate the proposed format and location of your meeting by selecting the format and entering the venue details on where the meeting will be held or run from (for virtual meetings).

The meeting format can be either:

> In-person meeting,
> Virtual meeting, or
> Hybrid meeting

4.3.1. Hybrid format

EMBO has conducted a study on virtual and hybrid conferences, interviewing and surveying scientists about their experiences with virtual scientific conferences. The full report can be [downloaded here](#).

As a result, EMBO encourages organizers to experiment with hybrid meeting formats and will offer €10,000 on top of the core funding to assist with the additional costs incurred. The funds can go towards paying for a virtual platform, technical/AV support, rental of technical equipment, as well as additional administrative support that you might need to set up the virtual component.

Please see [Hybrid Conferences](#) for a summary of options and points to consider.

In the offline form, please describe what you plan to offer to virtual participants (e.g., access to the talks and possibly other activities). It is understood that the final format may differ from the description offered in the form.

The costs associated with the delivery of the virtual part should be included in the final financial reports to be submitted to EMBO. Please note that EMBO funding cannot be used to purchase technical equipment associated with running the meeting.

4.3.2. Virtual format

EMBO funds virtual meetings. Organizers may use an online platform or event management tool of their choice. Please note that EMBO does not take responsibility for nor endorse any online platforms or services. EMBO funds can be used to pay for the online meeting platform, tools, or software necessary to host a virtual meeting.

The costs associated with the delivery of the virtual meeting should be reported in the financial statement to be submitted to EMBO.

Please note that EMBO funding cannot be used to purchase technical equipment associated with running the meeting.

Please see Hybrid Conferences for a summary of options and points to consider.

4.4. Abstract, keywords, topic

Please provide a short **abstract** (max. 200 words), stating the principal themes and objectives of the event.

Describe the meeting with **five scientific keywords** and choose a primary and secondary subject area from the EMBO subject areas (listed on page 3).

Describe the reasons for holding a meeting on the proposed **topic** in the near future (max. 200 words), describing recent developments in the field and how the meeting would contribute to the advancement of the research field. For repeating India | EMBO Lecture Courses, please state why the meeting should be repeated, i.e., what are the new developments in the field that would justify a repeat at this stage.

Similar meetings

Not applicable for India | EMBO Lecture Courses.

If applicable – Feedback from previous EMBO-funded meeting(s) or resubmission

For meetings previously funded by EMBO, describe any improvements, or changes you propose to implement based on the experience of, and feedback from, the previous meeting(s) (max. 200 words).

Please include the ID number of the previous EMBO funded meeting.

Note that the committee receives feedback from the previous meeting(s) and takes this into account when judging a resubmission.

Also, please list the names of the organizers of up to three previous EMBO-funded meetings in case of a repeating event.

For **resubmission** of a previously unsuccessful application, please state the ID number of the previous application and list the main adjustments that you have introduced.

4.5. Speakers

Organizers are expected to apply with a list of at least 90% confirmed speakers. If speakers are not confirmed, the application is ineligible.

Please consider the following:

Number	The number of speakers and instructors should be adequate to cover the topic in sufficient depth without making the programme overly dense. The ratio of speakers to participants should be around 1:5. Additional trainers/instructors for practical training can be accommodated.
Expertise	Speakers and instructors should be experienced researchers with significant expertise in the course subject.
Speakers selected from abstracts	Some speakers should be selected from abstract submissions, prioritizing junior researchers (students and postdocs). The balance between invited speakers and selected speakers is an important selection criterion.
Career level	EMBO supports the career progression of young scientists. The list of speakers should balance early-stage (maximally 7 years of independence) and established investigators/group leaders. Applications with higher proportions of early-stage researchers will be viewed positively by the committee.
Gender distribution	At least 40% of the speakers must be of the underrepresented genders.
Geographical diversity	At least 40% of the speakers should be working across a variety of European countries. The inclusion of speakers from Asia-Pacific, Africa, and South America is strongly encouraged. The diversity of the speaker list (both within and outside Europe) is an important selection criterion.
Repeat speakers *(only if the event is a repeat of an EMBO event)*	It is expected that at least 50% of the speakers are different between subsequent events in a repeating

	lecture course series.

While EMBO specifies targets for gender and geographic participation to promote inclusivity and diversity in EMBO Courses and Workshops, we ask organizers to enable diversity across the spectrum, thus ensuring that EMBO Courses and Workshops are a safe, inclusive, and welcoming learning space for all speakers and participants regardless of individual beliefs or characteristics.

Please list the speakers in the following format:

1. First Name Last Name, Institute, City, Country. Please list in alphabetical order, i.e., by Last Name.

    2. Add a link to the home page of the speakers' research group
    3. Please add:
        - C (for confirmed),
        - W (for woman),
        - M (for man),
        - NB (non-binary),
        - R (for repeat speaker),
        - O (for speakers not based in the host continent),
        - E (for early-stage researchers, up to 7 years of independence)

    4. Add title and link to a relevant publication that led to the speaker's invitation.

Please see example below:

No.	Name and affiliation. Include link to lab home page	Status (C, W, M, NB, R, O, RE)	List the most recent publication that is relevant to their contribution to the meeting (include title and PubMed link).
1.	John Bloggs (Institute, City, Country) https://www.XY.JohnBloggsLab/uxy.xy	C, O	John Bloggs et al, Molecular Systems Biology, 2019; The systems biology of cancer stroma; PubMed link
2.	Jane Doe (Institute, City, Country) https://www.XY.JaneDoeLab/uxy.xy	C, W	Jane Doe et al, EMBO J, 2020; Ras signaling in melanoma; PubMed link
3.			

You will be requested to provide the number of **invited** speakers in each category in the online form, the percentages will be calculated automatically.

4.6. Programme

Introductory paragraph

Please give a one-paragraph introduction, explaining the logic behind the order of the sessions. In the draft programme, please note in a few words what the invited speakers will contribute to that session. Final talk titles are not expected at such an early stage.

Draft Programme

The programme should be sufficiently detailed, listing session themes and speakers, and including time for questions, discussions, and networking. It should have the appropriate duration for the size and focus of the meeting, and the time allocated to talks and Q&A sessions should be appropriate.

Please ensure that the programme is legible by adding empty lines between days. Please see example below:

Day	Time	Programme category (e.g., talk, break, keynote lecture, etc.)	Speaker name and topic of talk		
Day 1					
	12:00	**OPENING**			
	12:15 – 13:15	**KEYNOTE**	John Bloggs on cancer stroma		
	13:15 – 13:45	**BREAK**			
	13:45 – 15:30	**SESSION**	Signalling networks in cancer I		
	13:45 – 14:15	**TALK**	Jane Doe: Ras signalling in melanoma		
	….				
	15:30 – 17:00	**POSTERS**	All posters		

4.6.1. Networking activities

EMBO and India Alliance believe that networking is a vital component of every scientific meeting. Organizers are expected to facilitate networking through dedicated activities during the course, these should include, but not be limited to poster sessions, joint meals, meet-the-speaker sessions, flash talks.

Please describe how discussion and interaction between participants and speakers/instructors will be stimulated. The committee welcomes creative ideas regarding the facilitation/promotion of networking (max. 400 words).

EMBO will not fund a separate "speakers' dinner".

The networking activities should be listed in the programme.

If organizing a hybrid meeting, please describe how you will involve the virtual participants in the meeting (max. 400 words).

4.6.2. Poster sessions

Poster sessions should be held at a time that encourages maximal attendance, ideally not during lunch or coffee breaks, and should not overlap with other activities. Poster sessions should be held in a room with sufficient space and last for at least 90 minutes.

The form requires you to check the corresponding box if the following applies to your poster session:

- The venue for the poster session is close to the lecture hall
- The posters will be available for viewing throughout the entire meeting
- In case multiple poster sessions are planned, participants will be assigned to a specific session
- A social event will be incorporated (e.g., drinks and snacks)

4.7. Participants

Attendance of these events should not exceed 120 participants.

Further requirements:

- Early career researchers should have the opportunity to attend and present their research.
- Participants should not be restricted to a pre-defined group, such as from a single institution only or other defined groups.
- It is expected that the wider local community benefits from the meeting. 75% of the participants should be based in Asia.
- EMBO is committed to gender diversity in all activities, so please ensure that this is the case in the proposed event (minimum 40% for the underrepresented genders).
- Organizers are asked to enable diversity across the spectrum, thus ensuring that India | EMBO Lecture Courses are a safe, inclusive, and welcoming learning space for all speakers and participants regardless of individual beliefs or characteristics.

Provide an estimate of the number of participants you plan to accept and the percentage of participants from India. For India | EMBO Lecture Courses, it is understood that most participants will be based in India.

Please describe the criteria that will be used to select the participants.

Please indicate the names and the role of those who will select the participants (e.g., organizers, speakers, etc.).

Please also state the number of participants who will be selected for oral presentations and specify the duration of their presentations.

4.8. Organizers

There can be **only one main organizer** and the number of co-organizers should not exceed five.

Please list for each organizer their respective experience in organizing courses (please restrict to the last three relevant events).

The *main organizer* is the primary scientific contact for all correspondence after submission of the proposal. *Co-organizers* are researchers who have major scientific/technical involvement in the planning and execution of the meeting.

The **scientific organizing committee** must be **geographically and gender diverse** and come from more than one institute i.e., an international grouping representing the topics covered in the meeting.

The **administrative contact** will be copied on all email correspondence related to the application. Additionally, you may add a **financial contact** who can be contacted for budgetary issues.

Multiple roles for one person are acceptable, e.g., one of the organizers may also be the administrative or financial contact.

4.9. Location

Provide the address of the proposed location and a short description of the venue (e.g., capacity, equipment of relevant facilities, accommodation, and catering (max. 200 words)). The venue should have suitable facilities and preferably accommodation should be onsite or close by. Participants and speakers should be accommodated in the same location or in a limited number of locations.

Accommodation should be reasonably priced. If all participants cannot be housed together, make sure that low-priced accommodation is also available in the vicinity.

Please note the availability of wireless internet access and how the location can be reached.

4.10. Budget (to be provided in the online form)

Expenses

The form requests your estimates for travel, accommodation costs, local transport, or shuttle services that you want to provide, catering, expenses related to the venue, promotion, and organization. The sums are automatically calculated.

EMBO funds can be used to cover:

For in-person meetings	- Economy travel, accommodation, and subsistence costs of the speakers - On-site catering for the meeting - Administration costs up to €4,000 - Room hire, audio-visual, and IT facilities essential for the meeting - Social activity (e.g., excursions) costs up to €3,000
For virtual meetings	- Rental of online platform to run a virtual meeting - Administrative costs up to €8,000 - Room hire, audio-visual, and IT facilities rental essential for the meeting
For hybrid meetings *(An additional grant of €10,000 will be provided)*	- Rental of a virtual platform to host the virtual part of the meeting - Rental of additional AV equipment and personnel costs - Additional administration costs up to €8,000.

EMBO funds do not cover overheads or purchase of equipment or gifts for speakers and participants, honoraria and dinners/meals exclusively organized for the speakers.

EMBO will create the event website (including an online registration system), design a poster and abstract book cover at no additional charge. EMBO funds cannot be used to pay for alternative website providers.

India Alliance funds (INR 6.3 Lakhs (~ €7,000)) can be used to cover:

- Travel grants for participants (up to INR 20,000 per person)
- Childcare support (e.g., fees for a caregiver or child-care facility, travel and accommodation costs for a caregiver or for taking the child to the meeting, etc; up to INR 20,000 per person)
- Training workshops (see page 4 for examples)

Income

Registration fees

The registration fee for an India | EMBO Lecture Course:

- Should not exceed INR 5300/€60 (< 5 days in length) and INR 8000/€90 (≥ 5 days in length)
- Should not be less than INR 13000/€150 for participants from industry

Reduced registration fees can be charged to virtual participants. Discounts for group registrations should be considered.

Funding and Sponsorship

Please state the amount of funding requested from EMBO. A maximum of €35,000 of core funding may be provided. **If the meeting is organized as a hybrid event, an additional €10,000 will be allocated to your event if funded. You do not have to request these additional funds in your application.**

The India Alliance will provide up to INR 6.3 Lakhs (~ €7,000) to all funded courses and therefore **you do not have to request funds for travel grants, childcare support, and training workshops in your budget**. Details on how travel grants should be distributed to participants can be found in the guidelines for organizers.

Please also state other funding sources or sponsorship that you expect and list any non-monetary support. Ensure that all funders and sponsors understand that they cannot be mentioned in the title of the meeting but can be acknowledged on the website and the poster. Sponsors and funders who provide €20,000 or more towards the meeting can also be recognized as co-sponsors.

State the name of the funder or sponsor, the status of sponsorship (confirmed, pending, not yet approached) and special conditions linked to the sponsorship.

Budget balance

Total expenses should match the total expected income. Please explain if this is not the case.

5. Selection procedure

- All incoming applications are screened by the EMBO Office to ensure eligibility requirements are met.
- Each application is assigned to at least two members of the Course Committee for evaluation.
- Final funding decisions are made by the entire EMBO Course Committee in April/May and September/October each year.
- All applicants are informed of the outcome of their application by email shortly after the committee meeting.

Please do not contact the committee members directly. This may lead to your application being excluded from the review process.

6. Selection criteria

The [EMBO Course Committee](#) is looking to fund lecture courses that cover the latest developments and gather the best international experts.

Applications should be as complete as possible, and the proposed event should not overlap with other meetings in the same year.

The committee will pay special attention to the following aspects:

A. TOPIC

Originality	The topic should not be overlapping with other meetings in the same year.
Relevance	Significant new developments in a field should be addressed.
Broadness	The topic should be covered in sufficient depth and breadth.
Unique focus	If the topic is overlapping with an on-going series of events funded by EMBO, or other organizations (GRC, CSH, FASEB, Keystone, EMBL, etc.), the unique focus of the proposed meeting should be clearly indicated.

B. PROGRAMME

Clear structure	The programme should be sufficiently detailed, listing session themes and speakers, and allowing time for questions, discussions, and networking.
Appropriate duration	The programme should have the appropriate duration for the size and focus of the meeting.
Talk duration	The time allocated to talks and Q&A should be appropriate. Overly long talks should be avoided.
Previous feedback *(only if it is a repeat EMBO event)*	If there was any negative feedback, the attempts to rectify the issues in the current application should be specified.

C. SPEAKERS

Number	**There should be enough invited speakers to cover the topic in sufficient depth but without making the programme overly dense.**
Expertise	The speakers should be qualified experts in their area. The organizers should carefully survey the field they wish to cover and ensure they capture its diversity rather than focus on a small number of established scientists.
Speakers selected from abstracts	Some speakers should be selected from abstract submissions, prioritizing junior researchers (students and postdocs). The balance between invited speakers and selected speakers is an important selection criterion.
Status	The vast majority of speakers should be confirmed.

Career level	The list of speakers should balance early-stage (maximum 7 years of independence) and established investigators/group leaders. Applications with higher proportions of early-stage researchers will be viewed positively by the committee.
Gender distribution	At least 40% of the speakers should be of the underrepresented gender. A lower proportion must be justified. This is checked by the office prior to assignment.
Geographical diversity	At least 40% of the speakers should be working across a variety of European countries. The inclusion of speakers from Asia-Pacific, Africa, and South America is strongly encouraged. The diversity of the speaker list (both within and outside Europe) is an important selection criterion.
Repeat speakers *(only if it is a repeat EMBO event)*	It is expected that at least 50% of the speakers are different between subsequent events in a repeating lecture course series.

D. **NETWORKING**

Networking opportunities	Sufficient time should be dedicated to activities that promote exchanges between the participants, e.g., coffee breaks, group activities, meet-the-speaker sessions, flash talks, discussion rounds. Other attempts to promote interaction amongst attendees are a plus. The committee places a lot of importance on activities that allow junior and senior researchers to interact.
Common meals	Meals should be organized for all participants in order to encourage interaction. EMBO will not fund a separate "speakers' dinner" during the meeting.
Poster sessions schedule and location	Poster sessions should be held at a time that encourages maximal attendance, ideally not during lunch/dinner or breaks, and should not overlap with other activities.
Poster sessions (number and duration)	Should last for at least 90 minutes. At least two poster sessions should be organized for a meeting with more than 150 participants.

E. **ORGANIZING COMMITTEE AND MEETING LOCATION**

Diversity	Co-organizers should be an international and gender-diverse group of scientists.
Location of the event	The venue should be easy to reach, and it should be suitable for the type of meeting proposed. Participants and speakers should be accommodated in the same location or in a limited number of locations.

7. San Francisco Declaration on Research Assessment (DORA)

EMBO is a signatory of the San Francisco Declaration on Research Assessment (DORA) and as such does not use publication metrics such as the Journal Impact Factor during the assessment process (see website for further details). Applicants are asked NOT to include publication-based metrics when listing invited speakers' and co-organizers' publications.

8. Confidentiality

All applications are treated in confidence and only publicised following acceptance of the funding conditions by the organizer.

The EMBO Courses & Workshops office should be contacted with any questions concerning applications.

Contacting individual members of the EMBO Course Committee to influence the decision process will result in disqualification of the application.

9. Hybrid Conferences

Conferences in hybrid format allow scientists to participate when they are unable to attend in person. Possible reasons include health-related issues, care obligations, lack of funding, or difficulty to obtain a visa.

One of the goals of EMBO is to stimulate scientific exchange across a broad audience. We therefore encourage the organizers of EMBO Courses and Workshops to opt for a hybrid format. Additional funding of up to €10,000 is provided for expenses related to a hybrid set-up for e.g., AV support, virtual platform, administrative support, etc.

EMBO works with a third-party conference management service that can provide a virtual meeting platform as well as a mobile app. Depending on the number of users and the amount of support needed, the cost for this platform will range between €1,100 – €2,200. In addition to that, EMBO can offer you a bespoke mobile app for your meeting, which allows participants to easily communicate

with each other. The cost for this mobile app for your event is €1,100 as a stand-alone or €1,900 together with the virtual platform.

Based on feedback from previous organizers of hybrid EMBO meetings, below some suggestions for setting up a hybrid meeting:

- Designate someone as responsible for interacting with the virtual participants
- Invite and support participation of virtual participants in the Q+A session: Appoint an additional session chair to monitor questions from the virtual participants
- Consider selecting virtual participants for short talks
- Enable online networking activities, such as online poster and discussion sessions, or flash talks, amongst virtual participants. These can be hosted via Zoom breakout rooms or other social networking platforms*, for e.g., Wonder.me, Gather.Town, SpatialChat, Topia, and others
- Support participation of virtual participants in discussion sessions or other on-site sessions
- Speakers must be informed and asked for consent if talks are recorded
- Recording of the talks helps, virtual participants to deal with the time difference and screen fatigue, they should be available as soon as possible on a dedicated platform or website. Talks should be recorded individually, not as a full session. This will make viewing and excluding talks that are not to be recorded easier
- Advertise activities for virtual participants in the meeting programme.

Disclaimer: *These are merely suggestions. EMBO does not endorse any software or services and does not take any responsibility for third-party services that the organizer may choose to use.*

10. Appendix I - Reducing the environmental impact of the meeting

EMBO encourages organizers of EMBO Courses and Workshops to implement measures that reduce the environmental impact of their meetings.

We hope that this initiative will create awareness and help change many people's minds and behaviours. Only together can we make a difference for the environment, climate, and future generations on the planet.

EMBO Courses & Workshops awards points to meetings that implement sustainability measures. Implementation of various measures qualify the meeting for points ranging between one and five as listed in the table below. The accumulated points will rank the meeting on one of three levels, recognizing the organizers' efforts towards increasing the sustainability of their course or workshop:

- Level 1 – Meeting with moderate sustainability: 13–16 points
- Level 2 – Meeting with high sustainability: 17–20 points
- Level 3 – Meeting with very high sustainability: 21 points or more

Below is a sample of   measures you could choose to implement to acquire a sustainable meeting la

Measure	Points
Venue	
Choose a certified environmentally friendly venue e.g., EU Ecolabel, Green key	5
Choose a venue that takes energy efficiency measures, but is not (yet) certified, e.g., uses solar energy, including for heating water, gets green electricity, participates in waste sorting and local recycling etc.	4
Choose a centrally located venue with good public transport connections, close to major transport hubs to reduce additional travel	4
Virtual or Hybrid participation	
Enable some participants to attend the meeting virtually, thus increasing participation without significantly increasing the overall environmental impact	3
Catering	
Serve only vegetarian food on at least one day of the meeting	1
Serving locally sourced food	1
No bottled water, opt for water fountains/tap water in jugs	1
No single-use wares such as disposable cutlery, cups, plastic bottles, or cans	1
Travel	
Require at least 4 speakers/organizers travelling within Europe to travel by train	3

Require some invited speakers from other continents to give their talks remotely. The funds saved on travel (€1,500 per speaker) can be used to fund train travel incentives for participants (see below)	2 for 1 3 for 2
Offer a discount on registration fees for participants traveling by train, or otherwise incentivize train travel with rewards. You could use the €1,500 that were saved on travel for invited speakers from other continents to fund train travel incentives for participants	2
CO2 Offsetting	
Offset the CO_2 footprint of your meeting through different actions e.g., by acquiring external funding for compensations via CO_2 offset projects (these could be certified organizations or initiatives that support biodiversity projects or local sustainability projects); by requiring speakers and participants to donate to CO_2 offset projects; or any other innovative ideas	2

moderate sustainability	13-16
high sustainability	17-20
very high sustainability	21 and above

Additional steps that you can take for a more sustainable meeting:

Electronic programme and abstract book: Organizers are encouraged to distribute the abstract book in electronic format via the meeting website and print only a minimum number of hard copies, if necessary. Organizers can export the abstract book in electronic format via the meeting website provided by EMBO. The abstract book can then be made available on the meeting website as a password-protected PDF document.

Plastic-free badges: Organizers should consider using paper badges.

Promotional material: EMBO offers promotional materials for your EMBO funded course or workshop. We have aimed to source sustainably as much as possible and provide material that is useful beyond the meeting. Please order the minimum quantities you would need and encourage participants to re-use the bags and notebooks after the meeting.

Advertising: Organizers are encouraged to opt for digital advertising using the poster EMBO provides and use the social media handles set up for you.

Reduce the environmental impact of traveling: Organizers may encourage speakers and participants to donate to CO_2 offset projects.

Provide participants with information and directions for local public transport and encourage its use,

Organize joint activities at locations that can be reached by foot or public transport.

Raise awareness: Inform participants about the sustainability measures you are adopting for your meeting.

Ask participants for feedback and suggestions on your sustainability measures at the end of the meeting.