

Sectoral meetings

Aims: support collaboration between YIPs working on similar topics and foster discussions and exchange of ideas and data.

Format: self-organizing i.e. groups of YIPs get together to organize themselves. The format of each meeting is decided by the organizers but is generally informal. Groups with overlapping topics can hold back-to-back meetings.

For: all current/former YIPs/IGs. Some groups allow lab members to accompany attending YIPs. Please mind that only senior post-docs may attend sectoral meetings. The YIP office covers only limited costs for lab members and reserves the right to limit the number of participants to keep costs at a reasonable level and to ensure the high quality of the meeting; organizers can choose to select only a sub-set of participants as speakers. See below for the regulations on external participants (non YIPs/non-IGs).

Joining a group: Active groups are listed in the regular newsletters sent by email from the programme office to YIPs, along with the details of upcoming meetings. Please contact the organizer if you are interested in attending one of the listed meetings.

Funding: YIP provides funds to cover local costs, including hotel expenses for attendees. Additionally, travel support is available for attending programme members. Please see page below for limits and reimbursement procedure. Travel costs are not covered for lab members.

New topics: If you are interested in organizing a new sectoral meeting, please send us a proposal. We will then contact all programme members for expressions of interest.

Questions on/suggestions for individual groups? Please contact the organizers directly.

Cancellation policy for Sectoral Meeting attendees

The budget for the sectoral meeting depends on the number of participants (i.e. 400 euro per person). Should you cancel, the budget gets reduced by that amount. Organisers normally will have made hotel reservations and may incur cancellation charges. Should you cancel on short notice, you are liable for the cancellation charges.

Funding limits and eligible costs – programme member travel

Amount:	EMBC: up to 300 euro of attending YIPs/IGs travel costs Associated Member States: up to 1000 euro
Not covered:	travel support for lab members; additional meals

Procedure – programme member travel

For reimbursement:	please send a Travel Expense Claim Form, original receipts* and boarding passes (if applicable) after the meeting.
Not covered:	additional meals

*Paper receipts (e.g. for taxis) and boarding passes must be provided **in original** and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

Additional information for sectoral meeting organizers

- The location, date and meeting format should be decided in consultation with participants. Normally the next host/location is decided at the meeting and the date decided via a doodle poll. Please let the YIP office know once these have been set.
- Please inform us of the intended format and expected costs so we can approve these.
- On request, the meeting can be held at EMBL in Heidelberg. The YIP office can help you reserve a hotel and book seminar rooms here.
- We recommend sending at least one invitation to all YIPs and IGs and you may also invite (specific) EMBL group leaders and EMBO Press editors, should you wish. Simply send the invitation text to yip@embo.org for forwarding to the mailing list. You may also want to invite specific programme members directly.

- Please see the table below for budget, standard payment mechanisms and required reporting. If the standard payment mechanism is not suitable, please discuss with the YIP office well in advance of the meeting.
- Inform your participants of the travel reimbursement limitations and procedures, by referring them to this document.

Funding limits and eligible costs – local costs

Budget for local costs:	400 euro per YI/IG/EMBL GL attending without group member(s) 600 euro per YI/IG/EMBL GL attending with group member(s) 200 euro for an external PI, please keep number of external guests low i.e. if 4 YIPs attend alone and 6 attend with 1-2 lab members each, budget = (400*4)+(600*6)=5200 euro
Can be used for:	hotel (costs must be reasonable), local travel, catering/dinners
Standard mechanism for local costs:	an advance can be paid to help secure hotel rooms etc. with the remaining funds normally paid on receipt of the final report. If you require an advance payment remember to provide bank details and date/sign the form.

Procedure – local costs

For an advance payment:	please use the Networking Application and Report Form. If you require an advance payment remember to provide bank details and date/sign the form. Please also provide either paid invoices, or quotes from the vendors to support the requested amount for the payment.
Final report required:	please send a short report including breakdown of costs and participant list using Networking Application and Report Form, enclosing relevant invoices* and the final programme.

*Paper receipts (e.g. for taxis) and boarding passes must be provided in original and sent by mail. If payment is being made to an institute and original receipts are retained for the institute's records, an exception can be made and scanned copies can be accepted. Please also note that all travel/networking forms requesting payment and all final reports must be printed and physically signed and dated. Signed forms can, however, be scanned in and sent by email if all receipts are electronic.

Participation of non-YIP/IG in sectoral meetings

1. Sectoral meeting organizers may invite external guests (non-YIP/IG PIs) to contribute to the meeting (max amount of guests one third of the total participants). EMBO will support organizers with 400 euro per attending guest, but travel costs of external participants will not be covered.
2. It is not encouraged that a lab member participates in place of a YIP-PI, but it might be accepted under special circumstances. YIP/IG who would like to send her/his senior lab member to attend sectoral meeting instead of her/him will have to convince organizers that this benefits the whole group. Final decision is with the meeting organizers. EMBO will support organizers with 400 euro in this case as well, however travel costs of a lab member will not be covered.

Networking Application and Final Report Form

To apply for networking support, please fill in **PART A and B (plus PART D if an advance payment is required)**** with the required information and return this form by email (unless an advanced payment is needed, no signature is required).

After the networking event a final report is also required: sections A&B should be updated and **PART C completed**. If reimbursement is required, **PART D** should also be completed and the signed form should be sent by post with original receipts and boarding passes. If an advance was paid – or all receipts are electronic - the signed form can be scanned in and sent by email / fax (with the electronic receipts where appropriate).

PART A: DETAILS			
Name of Applicant (YIP or IG):			
This is:		Application <input type="checkbox"/>	Final report <input type="checkbox"/>
Category (please see the YIP Programme Guide for a description and rules):			
Institute visit or seminar etc. (max €500)	<input type="checkbox"/>	Joint group meetings (max €1000 per group, 3000 max per meeting)	<input type="checkbox"/>
Local PhD course support (max €500)	<input type="checkbox"/>	Meeting/conference support (€3000-5000)	<input type="checkbox"/>
Lab visiting fellowship (max €1500 €2200 to Associated Member States)	<input type="checkbox"/>	Meeting participation grant (€500 Europe/ €1200 overseas)	<input type="checkbox"/>
CPS Facilitation (trainer's fee only)	<input type="checkbox"/>	Childcare support (€500 max)	<input type="checkbox"/>
Sectoral meeting local costs (max €400/ YIP or €600 / YIP + 1 lab member)*	<input type="checkbox"/>	Lab retreat (max €150 per lab member) <i>Please include a list of participants below:</i>	<input type="checkbox"/>
EMBO press publishing fees (excluding VAT)	<input type="checkbox"/>	EYSF local cost	<input type="checkbox"/>
Interview costs (postdoc/PhD) (€500 Europe/ €1000 overseas)	<input type="checkbox"/>		
Start date of networking	End date of networking:	Total days	
Name & location of conference / meeting:			
Description of meeting/networking interaction/list of other participants (if applicable)			
PART B: COST– please check estimated costs at application and final costs at the final report submission			
These are:		Expected costs <input type="checkbox"/> / Final costs <input type="checkbox"/>	
At application: is an <u>advanced payment</u> required from EMBO YIP? If yes, please fill out PART D, sign and date the form.		Yes <input type="checkbox"/> / No <input type="checkbox"/>	
At final report: has an advance been paid by EMBO YIP?		If yes, specify amount paid:	
Name of expenses (accommodation, registration fee, travel)		Spent amount (in original currency)	
TOTAL:		<input type="text"/>	
PART C: REPORT - please provide a brief report on the interaction			
Poster or talk presented at the conference? (for meeting grants only)			Yes <input type="checkbox"/> / No <input type="checkbox"/>

Date:

Signature***

PART D: Account details / confirmation	
Full Name:	<input type="text"/>
Account Holder:	<input type="text"/>
Name and Address of Bank:	<input type="text"/>
Bank Account Number:	<input type="text"/>
Bank Code Number:	<input type="text"/>
Swift Code (8 or 11 characters):	<input type="text"/>
IBAN Code/Routing (9 digits):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Reference (if requested):	<input type="text"/>
Currency of account (if not EUR):	<input type="text"/>
<i>I certify that I have incurred / will incur the above expenditures while on EMBO business</i>	
Date: <input type="text"/>	Signature***

Comments:

*Travel claims for sectoral meetings (300 euros / YIP) are submitted separately. Each attending YIP should submit a [Travel Expense Claim](#) for their costs (travel for group members is not covered).

To receive a payment, **this form must be printed and physically signed (but can then be scanned in to send by email or sent by post with the receipts)

EMBO YIP and IG Travel Guidelines

For eligible travel costs, please adhere to the following guidelines:

For application:

Always apply in advance (at least 2 weeks!) for all your travels and networking activities.

Travel claim forms submitted without prior application and approval from the YIP office won't be reimbursed.

- When taking the train, EMBO will refund 2nd class tickets.
- For air travel we will only refund an economy fare (APEX tickets). We will not refund business class tickets.
- If you travel by car, EMBO will reimburse the equivalent of a 2nd class rail/economy airfare ticket. Please provide a written estimate. This estimate can be issued by a travel agency or the rail company or be a printout of the cost estimate from the rail/airfare web site.
- For local transport, public transport should be used where possible.
- Expensive airport transfers or expensive taxi fares may not be reimbursed.
- Travel costs for attending sectoral meetings are reimbursed up to a limit of 300 euro for YIPs and IGs (no additional support for lab members).
- **Original receipts** are required for all expenses as well as **original boarding passes**.
- For meeting grants and other travels (lectures, sectoral meetings, interviews etc) no subsistence is reimbursed.

For reimbursement please:

1. Complete one of the following forms:
 - YIP Lecture travel form for reimbursement of YIP lectures: http://www.embo.org/documents/YIP/YIP_lecture_travel_claim.pdf
 - YIP Travel form for travel to interviews, sectoral meetings, Annual meeting or mentor visits: http://www.embo.org/documents/current_YIP_IG/YIP_travel_expense_claim_form.docx
 - Networking Application and Report Form to claim networking expenses for all the other benefits: http://www.embo.org/documents/YIP/networking_application_report_form.docx
2. Please include a short breakdown of all your expenses. If the list is too long feel free to use an Excel.
3. Please mind that we can only reimburse to EMBO programme members (YIPs, IGs, their lab members and institutions). If you are organising a joint lab meeting, institute visit or a conference, please ensure that you/your institution is paying the costs.
We won't be able to reimburse directly to invited speakers, guests, collaborators.
4. Please always carefully check that all receipts are enclosed and listed properly. Emailing back and forth asking for clarifications, confirmation, missing documents takes time and pushes your reimbursement down on the processing list.
5. Lab retreat and joint meeting cases: If you are submitting receipts for dinner, fuel, social activities, please label each one of them briefly by hand so that is easier to categorise them.
6. If your institution requires original receipts to be kept at your home finance office, please drop us a short email about this. In this case copies/scans are accepted.
7. Attach original tickets, invoice/receipts and boarding passes (if applicable) for each expense listed on the claim form, and send the whole package per post to:

EMBO YIP
Attn: Rita Freischlad
Postfach 102240
D-69012 Heidelberg
Germany

For couriers please use:

EMBO Young Investigator Programme
Attn: Rita Freischlad
Meyerohofstr. 1.
D69117 Heidelberg
Germany

We cannot accept scanned copies of paper receipts and boarding passes ; these must be sent in original by post with the signed form.

However:

- If all receipts were originally electronic, then you can also print and sign the completed form, and send this per email attachment along with the electronic receipt(s) and boarding passes.
- If an app on a smartphone was used to store boarding passes – please do a screenshot of them from your phone and send them per email to our office.
- If your institute/university requires storing paper receipts, then sending a scanned copy of those is acceptable, but please inform us about this.

Please carefully review your bank account information to avoid delays in payments: please always provide IBAN (or ROUTING No) and SWIFT code!

- Please note that we do not cover subsistence, neither during YIP/IG interviews, nor for any other travels. Exception: catering during meetings, lab retreats, and joint lab meetings.
- If your institute/university has paid for part of your travel, it is possible to split the reimbursement payment. Please fill out a separate Travel Expense Claim form for each case, always providing your name and signature on the form, but different bank accounts (your private and that of your institution).
- **ALWAYS date and sign your all your forms!**
- Reimbursement claims must be received by EMBO within the same calendar year (i.e. by 31st of December) or, for networking interactions that occur in December, by 20th of January. Our budget runs on a calendar year basis, and claims for travel from the previous year cannot be paid once we close the budget at the end of January.

Should you have any questions, please contact us prior to making any final arrangements:

Email: yip@embo.org

Phone: +49(0)6221 8891 110 (Lena) / 112 (Gerlind)