

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 organizers but is generally informal. Groups with overlapping topics can hold back-to-back meetings.

For: all current/former YIs/IGs. Some groups allow lab members to accompany attending YIPs. 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 meetings; organizers can choose to select only a sub-set of participants as speakers. External participants should only be invited in exceptional cases, please consult the YIP office.

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. Many sectoral meetings also have their own mailing list on Google Groups (details included in the list in the YIP newsletter). To be added to a sectoral group's mailing list please contact the YIP office.

Funding: YIP provides funds to cover local costs, including hotel expenses for attendees. Additionally, travel support is available for attending programme members. Please see below for limits/ 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 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:	up to 300 euro of attending YI/IG's travel costs - see Travel guidelines (page Error! Bookmark not defined.)
Not covered	travel support for lab members; additional meals

Procedure – programme member travel

For reimbursement of travel costs:	Please send a signed Travel expense claim form and original receipts and boarding passes (if applicable) after the meeting.
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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 YIs and IGs and can also invite (specific) EMBL group leaders and EMBO Press editors, should you wish. Simply send text to yip@embo.org for forwarding to the mailing list. You may also want to invite specific programme members directly.
- Most groups have a mailing list on Google Groups, which can help groups organize meetings and maintain contact between these. For help contact yip@embo.org
- Please see 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: http://www.embo.org/documents/YIP/attending_sectoral_meetings.doc

Funding limits and eligible costs – local costs

Budget for local costs:	400 € per YI/IG/EMBL GL attending without group member(s) 600 € per YI/IG/EMBL GL attending with group member(s) i.e. if 4 YIPs attend alone and 6 attend with 1-2 lab members each, budget = $(400*4)+(600*6)=5200€$
Can be used for:	Hotel (costs must be reasonable), local travel, catering / dinners
Standard mechanism for local costs:	A 50% advance can be paid to help secure hotel rooms etc., with the remaining funds normally paid on receipt of the final report.

Procedure – local costs

For 50% advance:	Please use the Networking Application and Report Form
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