



World Lecture Courses

Organiser Guidelines

(application, pre- and post-meeting)

Outline description

These courses are designed to provide up-to-date information on new developments in well-defined diverse topics and to provide scientists with the opportunity to meet and learn from experts in their field.

Funding (maximum €30.000) will be available for the organisation of world lecture courses.

Approximately 100 participants should be accepted.

Deadlines

1st February and 1st August annually for meetings planned for the following year.

Registration fees

It is expected that the participants (other than the speakers) will pay for their travel, accommodation, subsistence and a modest registration fee. This registration fee should not exceed €250 (preferably waived for young scientists). A fee of €500 should be charged to participants from industry. This should be paid directly to the organiser and included as income in the final financial statement.

The registration fee may be waived for editorial staff of scientific journals who attend an EMBO World Lecture Course and publish a report in their journal.

Instructors & Participants

When selecting speakers and participants, organisers are requested to ensure a wide geographical representation of scientists. A ratio of two-thirds non-European to one-third European (in particular from the EMBC Member and Associate Member States*), is recommended.

EMBO requests that organisers ensure a good gender balance. Organisers are strongly encouraged to aim for a minimum of 30% female representation when selecting speakers (justification for significantly lower numbers must be provided).

Poster sessions

When planning poster sessions, organisers should ensure that:

- these are held in close proximity to the lecture course
- sufficient time is allocated for poster viewing
- participants are (where possible) given the opportunity of holding a brief oral presentation

Advertising & co-sponsorship

All EMBO-sponsored world lecture courses will be advertised in selected journals and on EMBO's website. Additional advertising is left at the organiser's discretion.

It is a **strict condition** of EMBO support that any additional publicity, as well as the course materials, should clearly indicate the event as an **EMBO World Lecture Course** and must include the EMBO logo with suitable prominence (co-sponsorship may be acknowledged).

HelpDesk

EMBO's HelpDesk will organise the setup of **all** meeting posters and websites (including online registration). Full details will be supplied to organisers shortly after funding has been confirmed.

Funding

The maximum funding provided by EMBO for a world lecture course is **€30.000**. Decisions on the amount of funding are made on a case by case basis. Organisers are therefore required to justify all major costs in the budget section of the application form.

EMBO funds should cover:

- travel (Apex / Economy), accommodation and subsistence costs of the speakers

Payment of the grant

The first payment (50% of the total funding) will be transferred to organisers three months prior to the start of the course.

EMBO must be notified of any significant changes to the course budget.

Payment of the remaining funds will be transferred to the organisers once the following documentation has been submitted to and approved by EMBO:

Final documentation

- **Short report** on the course (scientific and general - this should include a short scientific overview, the reaction of the participants to the location and organisation, and any other relevant comments)
- **Final financial statement**, which should include all income and expenditure for the practical course. (Please note that receipts must be retained by the organiser for 2 years after the practical course, for possible auditing.)
- **Statistics** (list of participants and instructors, including their nationality; total number of participants (male and female) and instructors (male and female); number of participants from industry; and total number of applications)
- **Programme** and/or abstract book (in print form or CD)
- **Participants' questionnaires** (a form will be provided by EMBO) to be distributed and completed by the participants

All above documentation must be submitted to EMBO **within six months** following the end date of the course. Failure to do so will result in the final payment being forfeited.

Young Investigator Programme

The EMBO Young Investigator Programme offers course organisers the opportunity to apply for support of a lecture to be given by one of its members. For further details please contact: [**yip@embo.org**](mailto:yip@embo.org).

Science & Society Programme

The EMBO Science & Society Programme offers course organisers the opportunity to include a non-scientific talk from a scientist, sociologist, ethicist or journalist. For further details please contact [**scisoc@embo.org**](mailto:scisoc@embo.org)

Enquiries

If you have any queries or require further information, please contact: courses_workshops@embo.org.

* For a list of the EMBC Member and Associate Member States, please go to: www.embo.org/embc.