



World Workshops

Organiser Guidelines

(application, pre- and post-meeting)

Outline description	<p>These workshops must be original, one-off meetings intended to provide scientists from different fields with an opportunity to discuss common themes and exchange cross-disciplinary results. Funding (maximum €30.000) will be available for the organisation of world workshops.</p> <p>Approximately 120 participants should be accepted.</p>
Deadlines	<p>1st February and 1st August annually for meetings planned for the following year.</p>
Programme details	<p>Organisers should indicate an outline timetable, session titles with brief explanations of the subject matter covered and how they fit together, plus the names of speakers for each session and the reason for selection.</p>
Registration fees	<p>Registration fees may be charged up to a maximum of €350 per participant (up to €500 for participants from industry). This should be paid directly to the organiser and included as income in the final financial statement.</p> <p>The registration fee may be waived for editorial staff of scientific journals who attend an EMBO World Workshop and publish a report in their journal.</p>
Speakers & Participants	<p>When selecting speakers and participants, organisers are requested to ensure a wide geographical representation of scientists, with no substantial bias towards the host country. A ratio of two-thirds non-European to one-third European (in particular from the EMBC Member and Associate Member States*) is recommended.</p> <p>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).</p>
Poster sessions	<p>When planning poster sessions, organisers should ensure that:</p> <ul style="list-style-type: none">• these are in close proximity to where lectures are being held• the display venue room is spacious and bright enough• these sessions are not held at the end of the day• sufficient and dedicated time is provided for poster viewing• participants are (where possible) given the opportunity of holding a brief oral presentation

Advertising & co-sponsorship

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

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

EMBO does **not** consider co-sponsoring workshops when the other sponsoring agency insists on the proceedings being published as a book.

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 workshop 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. It is expected that participants (other than the speakers) will pay for their travel, accommodation, subsistence and a modest registration fee.

EMBO funds should cover:

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

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 workshop.

EMBO must be notified of any significant changes to the workshop 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 workshop (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 workshop. (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 workshop. Failure to do so will result in the final payment being forfeited.

Poster competition award

Should the workshop programme include a poster competition, *EMBO reports* offers to provide a complimentary annual subscription to the winner. Interested organisers should contact the EMBO Courses & Workshops office for more information.

EMBO reports

The organisers of EMBO World Workshops are invited to consider the commissioning of a meeting report for *EMBO reports*. If interested, organisers **must contact the editorial staff of *EMBO reports*** (emboreports@embo.org) **well before the meeting takes place** to ensure that there is space available in an appropriate issue. Please note that the report **should not be written by the organisers** but by one or more of the speakers. However, organisers are encouraged to provide input regarding the selection of authors from among the workshop participants. It is stressed that the commissioning of such a report is an option and not an obligation.

Young Investigator Programme

The EMBO Young Investigator Programme offers workshop 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.

Science & Society Programme

The EMBO Science & Society Programme offers workshop organisers the opportunity to include a non-scientific talk from a scientist, sociologist, ethicist or journalist. For further details please contact 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 States, please visit: www.embo.org/embc.

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PREPARATION OF MANUSCRIPTS – MEETING REPORTS

All meeting reports should be coordinated with the editorial office **well in advance of the meeting**.

The authors of the Meeting Reports should not be the organizers of the meeting. The aim of Meeting Reports is to identify emerging trends within an area of research covered by the meeting, rather than cataloguing all the talks presented. The editors will determine whether a submitted report achieves this goal.

The character count (including spaces) for such manuscripts, including figure legends and references, **may not exceed 20,000 characters**. Reports over 25,000 characters will be automatically returned to the authors for shortening.

Authors must obtain permission from the speakers referenced to discuss their work. Speakers should be referred to by first initial and last name, and the location of the institute with which they are affiliated ('City, Country' or 'City, State, USA') should be provided the first time they are mentioned.

Authors are required to:

- i. submit the report within **2 months** of the meeting.
- ii. supply figures suitable for illustrating key aspects of the meeting report (preferably in colour).
- iii. obtain copyright permissions for any figures or parts of figures they may wish to reproduce in their Meeting Report. **This includes permission from the original corresponding author and the publisher.** Letters of permission must be uploaded with the report.
- iv. provide an electronic file of the meeting poster or the original artwork for it (preferably in colour) to be used on the first page of the report.

Authors are encouraged to:

- i. supply author photos, which may also include the organizers (preferably in colour).
- ii. provide the names of potential referees who attended the meeting.

Manuscripts should be subdivided into:

Title page, Main text, Acknowledgements, References, Legends to figures, Tables (in Word format).

All sections should be typed with double line spacing.

Further instructions regarding format (figure specifications, etc.) can be found on our website:

http://www.nature.com/embor/authors/meeting_reports.html

As is the case for all manuscripts submitted to the Reviews and Scientific Reports sections of the journal, Meeting Report manuscripts will be reviewed by referees. Furthermore, these manuscripts may be extensively edited.

Thank you for your interest in *EMBO reports*.