



World Practical Courses

Organiser Guidelines

(application, pre- and post-meeting)

Outline description

These courses are designed to promote the transfer of new methods and emerging techniques to a limited number of non-European laboratories. Funding (maximum €30.000) will be available for the organisation of world practical courses.

The primary objective is to enable participating students to implement newly learned techniques in their home laboratories. These courses also aim to increase interaction and foster collaborative opportunities between European and non-European scientists.

Approximately 20 participants (generally young postdoctoral researchers and advanced PhD students) should be accepted.

Deadlines

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

Planning

When planning the course, organisers are advised to:

- encourage students to bring their own materials (where appropriate)
- provide students with theoretical background material with selected references, in addition to the programme, well in advance of the course.
- ensure that instructors give a briefing at the beginning of each day
- ensure that instructors and speakers stay for the entire duration of the course
- ensure that accommodation for instructors and students is in the same facility
- include round table discussions in the course programme
- include poster sessions in the programme (see below).

Registration fees

As a rule, students are only expected to pay for their travel costs, therefore no registration fees should be charged. 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.

Instructors & Participants

When selecting instructors and participants, organisers are requested to ensure a wide geographical representation of scientists, both from Europe and from the region. As a guide, EMBO suggests that one third of participants should be selected from Europe (in particular from the EMBC Member and Associate Member States*), one third from the region and one third from the rest of the world.

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

Lectures

Course instructors will normally give lectures on the theoretical basis and applications of the techniques being taught. These lectures are strictly for the course participants. It may, however, be appropriate to invite instructors to deliver additional research seminars to the wider local research community. These lectures should be completely separate from the practical course, which should be a coherent, full-time programme of activities reserved for the participants.

Poster sessions

When planning poster sessions, organisers should ensure that:

- these are held in close proximity to the practical 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 practical 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 Practical 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 practical 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 instructors
- accommodation and subsistence costs of the students
- reasonable administration costs

Payment of the grant

The first payment (80% 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.

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.