

EMBO YIN Sectoral Meetings

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

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

For: All current/former YIPs/IGs/GINs. 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 meetings; organisers can choose to select only a sub-set of participants as speakers.

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 organiser 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. Travel costs are not covered for lab members.

New topics: If you are interested in organising 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 organisers 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 YI/IG's 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 signed and filled General travel form and original receipts and boarding passes after the meeting.
Not covered:	Additional meals

In order to decrease the CO2 footprint of meetings the EMBO YIN office strongly advises you to choose travelling by train over air travel if the travel time is less than 7 hours. Short-distance trips by plane will not be reimbursed starting from January 2023.

Please contact the EMBO YIN office if you have question or concerns.

Attending an EMBO YIP Sectoral meeting

Funding limits and eligible costs for the current and former programme members (YIP, IG and GIN).

- EMBC Member States: up to 300 euro travel costs
- Associated Member States: up to 1000 euro travel cost.

Not covered:

- Travel support for lab members, additional meals and extra accommodation nights. Sectoral meeting organisers receive extra funds to cover participants accommodation, venue and catering (400 euro per programme member and 200 per lab member).
- Cancelled flights or train tickets. Please book as close to the meeting date as possible, or book flexible tickets.

Please mind that a lab member cannot attend instead of a PI and that the number of accompanying lab members and level of their seniority (PhD or postdocs only) is decided by the organisers.

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.



To be returned to: *EMBO* Attn Ildiko Tropa
 Postfach 102240
 D-69012 Heidelberg
 Germany

TRAVEL EXPENSE CLAIM FORM

Please include all original receipts, tickets AND boarding passes!

Full Name: _____

Account Holder (might be your institute): _____

Name and Address of Bank: _____

Bank Account Number: _____

Bank Code Number: _____

Swift Code/BIC (8 or 11 characters): _____

IBAN No or Routing No (9 digits) for USA banks:

Currency of account _____

Reference (if requested): _____

Name of the Meeting: _____

Place of Meeting: _____

Point of Departure: _____

Dates (from-to): _____

Expenses (in original currency!)

Air: _____ Train: _____

Local Transport: _____ Accommodation: _____

TOTAL: _____

Remarks:
I certify that I incurred the above expenditures while on EMBO business

Date: _____

Signature: _____

For office use only: TOTAL EXPENSES PAYABLE:

Travel Guidelines for Young Investigators in EMBC Associate Member States

As of 2017 the following limits for the travel costs reimbursement were introduced for the programmemembers residing in the EMBC Associate Member States: India, Taiwan, Singapore and Chile.

Activity/Benefit	Limit per trip (in EUR)
Institute visit/seminar, joint group meeting, etc	1000
Lab member visit	2200
Meeting participation grant	1200 (2x per year)
Sectoral meeting participation	1000
Annual YIP meeting/ YIP Retreat	in full
YIP Lecture	1200 (3 - 4x per year)
YIP Seminar	1200 (3 - 4x per year)

Please note the following:

* Institute visits/seminars, as well as costs for joint group meetings, will be covered only if this activity takes place in EMBC or EMBC Associate Member States.

** These grants can be used to cover conference/workshop/course attendance for you or your staff. The upper limit per YIP per year (2 trips) is 2400 euro. This amount cannot be used to cover a single trip.

*** Of reasonable travel costs (please see above)

We kindly ask you always contact us before making any final bookings
email: yip@embo.org