**MEETING TITLE:**

**MEETING DESCRIPTION**

**SUMMARY**

*Describe the reasons to hold this meeting, who is your target audience, and what will your audience gain from attending the meeting (400 words).*

**SPEAKERS**

*Please list the invited speakers (Right click on the last cell of the table to insert more rows if necessary). Please review the example provided in the* [*application guidelines*](https://www.embo.org/documents/courses_and_workshops/EMBO_ECLC_Application_Guidelines.pdf)*.*

*Status: C=Confirmed, F=Female, E= Early stage researcher, O=Overseas, R=Repeat speaker*

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Name and affiliation.Include link to lab home page. | Status (C,F,E,O,R) | Reasons for selecting the speaker |
| 1. |       |       |       |
| 2. |       |       |       |
| 3.  |       |       |       |
| 4. |       |       |       |
| 5. |       |       |       |
| 6. |       |       |       |
| 7. |       |       |       |
| 8.  |       |       |       |
| 9. |       |       |       |
| 10.  |       |       |        |

**PROGRAMME**

**TRAINING SESSIONS**

*Please describe here any training sessions that you are planning.*

**DRAFT PROGRAMME**

*Please ensure that the programme is legible by adding empty lines between days. Add in a few words what the invited speakers will contribute to that session, final titles are not expected at such an early stage. Also list the networking activities. (Right click on the last cell of the table to insert more rows if necessary.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Day | Time | Programme category (e.g. talk, break, keynote lecture etc.) | Speaker name and topic of talk |
|       |       |  |       |
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**NETWORKING ACTIVITIES**

**NETWORKING**

*Organisers are expected to facilitate networking through dedicated activities during the meeting. Please click the appropriate box.*

[ ]  Poster session(s)

[ ]  Training session

[ ]  Speed networking session

[ ]  Discussion session(s)

[ ]  Meet-the-speaker sessions

[ ]  Local satellite meeting(s) or talks for the local scientific community

[ ]  Joint meals

[ ]  Excursion/joint activities

**If organising a hybrid meeting, please provide a description of the virtual component and what you plan to offer to the virtual participants (e.g., access to talks, poster sessions, networking activities etc.)** *(max. 400 words).*

**POSTER SESSIONS**

**Number and duration of poster session(s):**

*Please click the appropriate box.*

[ ]  The venue for the poster session is close to the lecture hall

[ ]  The posters will be available for viewing throughout the entire meeting

[ ]  In case of multiple poster sessions, participants will be assigned to a specific session

[ ]  A social event will be incorporated (e.g., drinks and snacks)

**PARTICIPANTS**

**Maximum number of participants excluding speakers:**

**Participant selection criteria:**

*Describe the criteria that will be used for selecting the participants (max. 200 words).*

**Who will make the selection:**

*Please state their name(s) and role in the meeting.*

**ORGANISERS**

**ORGANISING COMMITTEE**

*Please state their role, name, affiliation and include a link to their home page.*

**Main Organiser:**

**Co-organisers:**

**MEETING ORGANISING EXPERIENCE**

*Please restrict to relevant experience (max. 3 comparable events) for each of the organisers.*

**LOCATION**

*A short description of the venue (e.g., capacity of the lecture hall and poster exhibition, note if it is a hotel, convention center or university/institute, if catering is offered on site, etc.) (max. 200 words).*

*Please click the appropriate box.*

[ ]  Free internet access

[ ]  Accommodation on site

[ ]  Everyone housed together

[ ]  This is a virtual meeting

*Describe where participants and speakers will be housed and how they are expected to commute to the venue. Please note that EMBO prefers all to be housed together, if possible (max. 200 words).*

**How can the location be reached (distance to train station, airport, other public transport):**

**MEASURES YOU PLAN TO TAKE TO REDUCE THE CO2 FOOTPRINT OF THE MEETING**

*Points are awarded to meetings that implement sustainability measures. 23 points or more qualifies for the highest level (very high sustainability), 18-22 points qualifies for level 2 (high sustainability) and 15-17 qualifies for level 1 (moderate sustainability). More information can also be found in the* [*application guidelines*](https://www.embo.org/documents/courses_and_workshops/EMBO_ECLC_Application_Guidelines.pdf)*.*

|  |  |
| --- | --- |
|  | your points |
| CO2 offsetting |  |
| Offset the CO2 footprint of your meeting through different actions *(5 points)* |       |
|  |  |
| Venue |  |
| Choose a certified environmentally friendly venue e.g., EU Ecolabel, Green key *(5 points)* |       |
| Choose a venue that takes energy efficiency measures, but is not (yet) certified *(4 points)* |       |
| Choose a centrally located venue with good public transport connections and close to major transport hubs *(4 points)* |       |
|    |  |
| Hub  |  |
| Organise one or more parallel meeting(s) in another location, i.e., a hybrid multi-city event *(5 points)* |       |
|   |  |
| Catering  |  |
| Serve only vegetarian food on at least one day of the meeting *(1 point)* |       |
| Serving locally sourced food *(1 point)* |       |
| No bottled water, opt for water fountains/tap water in jugs *(1 point)* |       |
| No single-use wares such as disposable cutlery, cups, plastic bottles or cans *(1 point)* |       |
|    |  |
| Travel  |  |
| Require at least 4 speakers/organisers travelling within Europe to travel by train *(3 points)* |       |
| Require some invited speakers from other continents to give their talks remotely *(2 points for 1, 3 points for 2)* |       |
| Offer a discount on registration fees for participants traveling by train, or otherwise incentivize train travel with rewards *(2 points)* |       |
|  |  |
|  |  |
| Your total points: |       |

|  |  |
| --- | --- |
|  A picture containing athletic game, sport  Description automatically generatedmoderate sustainability | 15-17 |
|  A picture containing text, athletic game, sport, basketball  Description automatically generatedhigh sustainability | 18-22 |
|   A picture containing athletic game, sport, basketball  Description automatically generatedvery high sustainability | 23 and above |

Please provide any additional comments or details on the measures you have chosen to take *(max. 200 words).*