

# Application guidelines

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**Application deadlines:**

1 March and 1 July annually

**EMBC/EMBO Partners:**

**A Member States** Austria, Belgium, Bulgaria, Croatia, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Türkiye, and United Kingdom

**B Global Partners** Chile, India, Singapore, Taiwan

**EMBO subject areas**

Cell Cycle, Cell & Tissue Architecture, Cellular Metabolism, Chromatin & Transcription, Development, Differentiation & Death, Evolution & Ecology, Genome Stability & Dynamics, Genomic & Computational Biology, Immunology, Membranes & Transport, Microbiology, Virology & Pathogens, Molecular Medicine, Neuroscience, Plant Biology, Proteins & Biochemistry, RNA, Signal Transduction, Structural Biology & Biophysics, Systems Biology

**Contact:** [courses\\_workshops@embo.org](mailto:courses_workshops@embo.org)

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# 1. Application guidelines for organizers of EMBO Global Lecture Courses

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Applications to organize an EMBO Global Lecture Course are accepted twice a year and must be submitted via the EMBO [online system](#).

Application deadlines are *1 March and 1 July annually*.

Selections for funding are made by the EMBO Course Committee in April/May and in September/October.

Please check the eligibility criteria before applying.

**IMPORTANT:** To organize a lecture course in EMBC Member States (A – see list on [page 3](#)) you can apply only through the EMBO | FEBS Lecture Course scheme. Applications must be submitted via the FEBS application system (<http://www.febs.org/our-activities/advanced-courses/guidelines/>).

Should you have questions regarding your application, please contact [courses\\_workshops@embo.org](mailto:courses_workshops@embo.org).

## 2. Eligibility

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**Applications that do not fulfil the criteria below will not be sent to the committee for review.**

**Please note that we do not allow any modifications to the application after the deadline has closed.**

Applications must meet the following criteria to be accepted:

- The topic covered in the course must be within the life sciences (see EMBO subject areas on [page 3](#)).
- Scientists based anywhere in the world can apply, independent of their nationality.
- The scientific organizing committee must be geographically and gender diverse and come from more than one institute i.e., an international group representing the topics covered in the course.
- While organizers can be based anywhere, EMBO Global Lecture Courses must take place in Chile, India, Singapore, or Taiwan;

- At least 90% of the invited speakers must be confirmed at the time of submission (this does not include speakers selected from abstracts)
- At least 40% of the invited speakers must be of the underrepresented genders.
- For repeat lecture courses, no more than 30% of speakers may be invited again to a subsequent course.
- **Applications to fund courses in the same calendar year will not be considered.** Applications are only accepted for lecture courses taking place in the following calendar year e.g., applications received in 2026 are only accepted for lecture courses taking place in 2027.
- **For repeating lecture courses:** a new application is required for each individual course. Please make sure that you use the latest [programme template](#) (it is updated every year) and please remember to review the latest application and organizer guidelines.
- **For resubmissions:** A new application is required. Please use the latest [programme template](#) (it is updated every year).

## 3. Application process

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Applications to organize an EMBO Global Lecture Course must be submitted online.

First call opening	1 December 2025
<b>First deadline for application</b>	<b>1 March 2026, 12:00 noon CET</b>
Committee meeting	April 2026
Results announced to applicants	May 2026
Second call opening	1 May 2026
<b>Second deadline for application</b>	<b>1 July 2026, 12:00 noon CEST</b>
Committee meeting	September 2026
Results announced to applicants	Early October 2026

Organizers are advised to apply as early as possible in the calendar year before the proposed date of the lecture course to ensure sufficient time for advertising and promotion of the course if the application is accepted for funding.

# 4. Application forms

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The application must be submitted [online](#) and the programme should be submitted using the downloadable [template](#).

You will be asked to provide the following information:

- proposed title of the course
- a description of the reasons for holding a lecture course on the proposed topic
- information on competing or similar lecture courses held in the past, current, or following year
- proposed date and location of the course
- format of the course i.e., in-person only, virtual only, or hybrid
- a list of the organizers (no more than five), specifying their role, e.g., main organizer, co-organizer, administrative or financial contact. Please note that there can only be one main organizer. For all the scientific organizers, you need to provide a link to their respective websites and describe their previous meeting organizing experience. Please make sure that the links shared are correct and functional before submitting the form
- an estimate of the expected number of participants both in-person and virtual (if applicable) and the selection criteria for participation
- information on speakers i.e.,
  - o the list of speakers
  - o gender
  - o affiliation
  - o relevant publication and
  - o URL to their lab webpages
  - o the ratio of invited speakers and speakers selected from abstracts
- an abstract describing the main themes and objectives of the course (max. 200 words)
- subject areas
- a description of the networking activities
- for hybrid courses: a short description of the virtual component
- a short description of the course venue
- a draft budget
- a list of sustainability measures you plan to take to reduce the environmental impact of the course
- for repeat courses: improvements made based on feedback from previous courses (if applicable). Please note that EMBO must have received and approved the reporting documents from the previous course before resubmission/application. The committee usually does not support repeat lecture courses without the reporting documents for the previous course

The draft programme should be provided using the downloadable [template](#). It must be saved as PDF and uploaded via the [online application site](#).

## 4.1. Meeting type

When completing your online application form, please ensure you choose the correct meeting type from the drop-down menu:

- EMBO Global Lecture Course (*in Chile, Singapore or Taiwan*)
- India | EMBO Lecture Course (*in India only*)

Please note that for Lecture Courses in India, organizers should apply for an [India | EMBO Lecture Course](#).

EMBO Global Lecture Courses are aimed at teaching participants, primarily PhD students and postdoctoral researchers, providing them with background in relevant and timely scientific topics.

Lecture Courses should last between three and ten days to provide sufficient time for the activities.

## 4.2. Proposed title of the lecture course

The (main) title of the lecture course should not mention sponsors', organizations' or institutes' names. Organizers should refrain from using long titles and should not mention numbers referring to previous courses.

Should the application be successful, any course title that is not in line with the EMBO guidelines will be revised by the EMBO Courses & Workshops Office.

## 4.3. Lecture course format and location

Please indicate the proposed format and location of your course by selecting the format and entering the venue details on where the course will be held or run from (for virtual courses).

The course format can be:

- In-person course
- Virtual course or
- Hybrid course

### 4.3.1. Hybrid format

EMBO conducted a study on virtual and hybrid conferences, interviewing and surveying scientists about their experiences with virtual scientific conferences. The full report can be [downloaded here](#).

EMBO encourages organizers to experiment with hybrid meeting formats and will offer hybrid meeting organizers €3,000 on top of the core funding to assist with the additional costs. At the discretion of the committee, and if justified (e.g. in cases where additional costly measures are taken that substantially enhance the virtual participant experience), the organizers can receive up to €5,000 of hybrid funding. The funds can be used to pay for a virtual platform, technical/AV support, rental of technical equipment, as well as additional administrative support that may be needed to set up the virtual component.

Please describe what you plan to offer to virtual participants (e.g., access to the talks and other activities).

The costs related to delivering the virtual component and the income generated from virtual registration fees must be recorded separately using the hybrid meeting financial statement template. This statement should be included in the final reports submitted to EMBO. Please note that EMBO funding cannot be used to purchase technical equipment associated with running the course.

The number of virtual participants should be at least 30% of the number of in-person participants. We strongly encourage organizers to adequately promote the virtual component of their meeting, to ensure a sufficiently high number of participants.

Please review [EMBO Virtual and Hybrid Meeting Organizer Guidelines](#) for recommendations on organising a hybrid meeting.

### 4.3.2. Virtual format

EMBO funds virtual meetings. Organizers may use an online platform or meeting management tool of their choice. Please note that EMBO neither takes responsibility for nor endorses any online platforms or services. EMBO funds can be used to pay for the online meeting platform, tools, or software necessary to host a virtual meeting.

The costs associated with the delivery of the virtual meeting and the income from the virtual registration fees should be reported in the financial statement to be submitted to EMBO.

Please note that EMBO funding cannot be used to purchase technical equipment associated with running the course.

Please review [EMBO Virtual and Hybrid Meeting Organizer Guidelines](#) for recommendations on organising a virtual meeting.

## 4.4. Abstract and topic

Please provide a short **abstract** (max. 200 words), summarizing the main themes and objectives of the course.

Choose a primary and secondary subject area from the EMBO subject areas (listed on [page 3](#)).

Describe the reasons for holding a lecture course on the proposed **topic** (max. 200 words),

mentioning recent developments in the field and how the course will contribute to the advancement of the field. For repeating EMBO Lecture Courses, state why the course should be repeated, i.e., what are the new developments in the field that would justify a repeat at this stage.

### Similar meetings

Please mention any lecture courses on the same topic held in the past, current or following year and outline how the lecture course you are proposing will differ from those. Please consider any overlap with other EMBO Courses & Workshops, or courses organized by CSHL, FASEB, FEBS, GRC, Keystone, EMBL etc. (max. 200 words).

### If applicable – Feedback from previous EMBO-funded lecture course(s) or resubmission

For repeat Lecture Courses previously funded by EMBO, describe any improvements, or changes you propose to implement based on the experience of, and feedback from, the previous course(s) (max. 200 words).

**Please include the ID number of the previous EMBO funded Lecture Course (e.g. glc26/01)**

Note that the committee takes into account feedback from the previous courses when evaluating applications for repeat meetings.

Please list the names of the organizers of up to three previous EMBO-funded lecture courses in case of a repeating course. Note that organizers are expected to rotate, **with no one scientific organizer involved with organizing more than three consecutive courses**.

For **resubmission** of a previously unsuccessful application, please state the ID number (e.g. **glc26/01**) of the previous application and list the main modifications made.

## 4.5. Speakers

Organizers are expected to apply with a list of at least 90% confirmed invited speakers. **If this is not the case, the application is ineligible for review.**

Updates introduced to the speaker list after the application deadline will not be considered.

Please consider the following:

#### Number

There should be enough speakers to cover the topic in sufficient depth but without making the programme too dense. A ratio of participants to lecturers of 5:1 is considered ideal.

#### Expertise

The speakers should be experts in their area. The organizers should carefully survey the field they wish to cover and ensure they capture its diversity rather

than focus on a small number of established scientists.

**Speakers selected from abstracts**

Some speakers should be selected from abstract submissions, prioritizing junior researchers (students and postdocs). Please also consider gender balance and geographical diversity when selecting speakers from abstracts submissions. The balance between invited speakers and selected speakers is an important selection criterion. We strongly recommend that the number of speakers selected from abstracts is no less than ~ 50% of the number of invited speakers e.g. for 10 invited speakers no less than 5 speakers selected from abstracts. If the number of talks selected from abstracts is lower than 50% of the invited speaker talks, please include an explanation so that the committee can evaluate if it is justified. **Flash talks are not counted in the speakers selected from abstracts.**

**Course organizers should not double up as speakers.**

**Career level**

EMBO supports the career progression of young scientists. The list of invited speakers should balance early-career (maximally 7 years of independence) and established investigators/group leaders. Applications with higher proportions of early-career researchers will be viewed positively by the committee.

**Gender distribution**

At least 40% of the invited speakers must be of the underrepresented genders. If the percentage is lower than 40%, the application is ineligible.

**Geographical diversity**

At least 33% of the invited speakers should be from Europe. We strongly encourage the inclusion of speakers from Asia-Pacific, Africa and South America.

**Repeat speakers (*only if it is a repeat EMBO Lecture Course*)**

No more than 30% of invited speakers may be invited again to a subsequent meeting in a repeating lecture course. Speaker turnover between different editions is an important selection criterion.

While EMBO specifies targets for gender and geographic participation to promote inclusivity and diversity in EMBO Courses & Workshops, we ask organizers to enable diversity across the spectrum, and to ensure that EMBO Courses & Workshops are a safe, inclusive, and welcoming learning space for all speakers and participants regardless of individual beliefs or characteristics.

**Please list the invited speakers using the online application form and providing the following information:**

1. First Name Last Name, Institute (including department where applicable), City, Country.
2. Gender: male, female or do not want to disclose.
3. Add a link to the home page of the speakers' research group
4. The most recent publication that is relevant to their contribution to the course (include title and PubMed link).
5. You will be asked to indicate whether each invited speaker is:
  - confirmed
  - repeat speaker (for repeating EMBO funded courses)
  - overseas speaker (depending on location of course). I.e. for courses held outside EMBC Member States, "overseas" applies to speakers not based in the host continent
  - an early-stage researcher (up to 7 years of independence)

You will be asked to indicate the number of **invited** speakers in each category and the percentages will be calculated automatically. You are responsible for ensuring that the numbers you provide are accurate i.e., they correspond to the details that you entered in the online form.

## 4.6. Programme

### Introductory paragraph

Please include a one-paragraph introduction, explaining the logic behind the order of the sessions.

### Draft Programme

The programme should be provided using our [downloadable template](#).

The programme should be sufficiently detailed, listing session themes and speakers, and including time for questions, discussions, and networking. It should have the appropriate duration for the size and focus of the course, and the time allocated to talks and Q&A sessions should be appropriate.

In the draft programme, please note in a few words what the invited speakers will contribute to the related session. Final talk titles are not expected at this stage.

Please indicate the number and duration of short talks and flash talks selected from abstracts.

Please ensure that the programme is legible by adding empty lines between days. Please see example below:

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

<b>Day 1</b>			
	12:00	<b>OPENING</b>	
	12:15 – 13:15	<b>COURSE OVERVIEW</b>	John Bloggs on cancer stroma
	13:15 – 13:45	<b>BREAK</b>	
	13:45 – 15:30	<b>SESSION</b>	Signalling networks in cancer I
	13:45 – 14:15	<b>TALK</b>	Jane Doe: Ras signalling in melanoma
	14:15-14:30	<b>Short talk #1</b>	Will be selected from abstracts
	14:30-14:45	<b>Short talk #2</b>	Will be selected from abstracts
	14:45-15:15	<b>Flash talks</b>	5 min each, will be selected from abstracts
	....		
	15:30 – 17:00	<b>POSTERS</b>	All posters

### 4.6.1. Networking activities

EMBO believes that networking is a key component of scientific meetings. Organizers are expected to facilitate networking through dedicated activities during the course. These should include, but not be limited to poster sessions, joint meals, meet-the-speaker sessions, flash talks.

Please describe how discussion and interaction between participants and speakers/instructors will be stimulated. The committee welcomes creative ideas regarding the facilitation/promotion of networking (max. 400 words).

EMBO will not fund a separate "speakers' dinner" during the course. Organizers are also discouraged from hosting expensive activities that require additional payment from participants, such as gala dinners, which often exclude low-income attendees who cannot afford such costs.

**The networking activities should be listed in the programme.**

If organizing a hybrid course, please describe the networking opportunities you plan to offer for the virtual participants (max. 400 words).

### 4.6.2. Poster sessions (if applicable)

Poster sessions should be held at a time that encourages maximal attendance, ideally not during lunch, dinner or coffee breaks and with no other activities taking place in parallel. They should be held in a room with sufficient space and have a duration of at least 90 minutes. At least two poster sessions should be organized for a course with close to 120 participants.

The application form requires you to select if the following applies to your poster session:

- the venue for the poster session is close to the lecture hall
- the posters will be available for viewing throughout the entire course
- in case multiple poster sessions are planned, participants will be assigned to a specific session

- a social event will be incorporated (e.g., drinks and snacks)

## 4.7. Participants

The approximate number of participants for EMBO Lecture Courses should be up to 120. A ratio of participants to lecturers of 5:1 is considered ideal.

Further requirements:

- Early career researchers should have the opportunity to attend and present their research.
- Participants should not be restricted to a pre-defined group, such as network or other defined groups.
  - o **Participant criteria for courses taking place in Chile, India, Singapore, or Taiwan):** EMBO fosters interactions between scientists from Europe and other continents. It is expected that the wider local community benefits from the course taking place in a country outside Europe. 75% of the participants should be based in the continent where the course takes place.
- EMBO is committed to gender diversity in all activities. Please ensure that this is the case in the proposed course (minimum 40% for the underrepresented genders).
- Organizers are asked to enable diversity across the spectrum, thus ensuring that EMBO Courses & Workshops are a safe, inclusive, and welcoming learning space for all speakers and participants regardless of individual beliefs or characteristics.

Provide an estimate of the number of participants you plan to accept and the percentage of participants who are based in the country where the course is taking place.

Please describe the criteria that will be used to select the participants.

Please indicate the names and the role of those who will select the participants (e.g., organizers, speakers, etc.).

Please also state the number of participants who will be selected for oral presentations (short talks and flash talks) and specify the duration of their presentations.

You may want to consider applying for additional funds to organize a satellite meeting linked to your EMBO Lecture Course. Satellite meetings should be open to the local scientific community. Should your application be successful, you will be able to apply for additional funding of up to €2,000 by contacting [courses\\_workshops@embo.org](mailto:courses_workshops@embo.org). You can find more information [here](#).

## 4.7.1. Travel, childcare and accessibility grants

Organizers receive an additional €7,500 for their courses to cover the following support for participants (you do NOT need to include this in your requested amount to EMBO as it will be automatically added):

### For Lectures Courses in Chile, Singapore, or Taiwan

Type of grant	Amount allocated	Available for registered participants working in laboratories in	Explanatory notes
Special travel grants and registration fee waivers	€2,500	EMBC members states (A, see list on <a href="#">pg.3</a> )	Applicants should specify their needs in the registration form. Maximally €500 per participant can be allocated.
Childcare grants	€1,000	All countries	To cover additional childcare costs incurred by participants or speakers when participating at any EMBO meeting including virtual and hybrid meetings. Eligible costs include fees for a baby-sitter or child-care facility, travel costs for a caregiver, or travel costs for taking the child to the course, etc. Applicants should specify their needs in the registration form. Maximally €500 per participant can be allocated.
Travel grants & registration fee waivers	€3,000	All countries	Applicants should specify their needs in the registration form. Registration fee waivers and travel grants should cover the cost of attendance for participants who need it. Applicants should specify their needs in the registration form. Maximally €750 per participant can be allocated.
Accessibility grants	€1000	All countries	For supporting participants or speakers with any access needs. These grants cover additional costs e.g. to adapt the course environment, or to be accompanied by someone to assist the participants where necessary. Participants with access needs may apply for a grant via the registration system of the course, or by emailing the organizers directly. Maximally €500 per participant can be allocated.

Please note that the budgets allocated to each category are non-transferable.

## 4.8. Organizers

There can be only one (1) main organizer, and the number of co-organizers should not exceed four (4). Please list for each organizer their respective experience in organizing courses (restricted to the last three relevant courses).

The **main organizer** is the primary scientific contact for all correspondence after submission of the application. The main organizer is responsible for managing the EMBO funds and must approve the final financial statement to be submitted to EMBO after the course.

**Co-organizers** are scientists who have major scientific/technical involvement in the planning and execution of the course.

The **scientific organizing committee** must be **geographically and gender diverse** and come from more than one institute i.e., an international group representing the topics covered in the course.

The **administrative contact** will be copied on all email correspondence related to the application. You may also add a **financial contact** who can be contacted for budgetary issues.

Multiple roles for one person are acceptable, e.g., one of the organizers may also be the administrative or financial contact.

The course can also have a maximum of three **Local Organizers (LOs)** if held in a country other than the Main Organizer's. LOs can help the smooth execution of the course, especially at the venue or within the host city by handling on-the-ground logistics and local arrangements.

## 4.9. Location

Provide the address and a short description of the proposed venue (e.g., capacity, accommodation, and catering (max. 200 words)). The venue should have suitable facilities and preferably accommodation should be onsite or close by. Participants and speakers should be accommodated in the same location or in a limited number of locations.

Accommodation should be reasonably priced. If all participants cannot be housed together, make sure that low-priced accommodation is available in the vicinity.

Please note the availability of wireless internet access and how the location can be reached.

Please review the EMBO Accessibility Guidelines for tips on selecting a venue that is accessible and inclusive.

## 4.10. Budget

### Expenses

You are required to provide your estimates for travel, accommodation costs, local transport, or shuttle services that you want to provide, catering, expenses related to the venue, promotion, and organization. The sums are automatically calculated. Please provide all amounts in Euros. **Any items deemed ineligible according to the EMBO funding guidelines will not be funded, regardless of their inclusion in the application.**

### **EMBO funds can be used to cover:**

For in-person courses

- Economy travel, accommodation, and subsistence costs of the speakers
- On-site catering for the course
- Administration costs up to €4,000
- Room hire, audio-visual, and IT facilities essential for the course
- Social activity (e.g., excursions) costs up to €3,000

For virtual courses

- Rental of online platform to run a virtual course
- Administrative costs up to €5,000
- Room hire, audio-visual, and IT facilities rental essential for the course

For hybrid courses

- Rental of a virtual platform to host the virtual part of the course
- Rental of additional AV equipment and personnel costs
- Additional administration costs.

*(Additional funds i.e. €3,000 - and up to €5,000 at the discretion of the committee if justified - will be provided)*

EMBO funds (which include registration fees), do not cover:

- overheads or
- purchase of equipment or
- gifts for speakers and participants,
- honoraria and
- dinners/meals exclusively organized for the speakers or
- the cost of event management companies that exceed the maximum allowed amount (i.e. €4,000) for administration expenses.
- Alternative website providers. EMBO will create the course website (including an online registration system), design a poster and abstract book cover at no additional charge.

### **Income**

#### *Registration fees*

The maximum registration fee allowed for EMBO Lecture Courses is:

- €605 for academic participants, excluding accommodation
- €385 for Postdocs and PhD students, excluding accommodation
- participants from industry should be charged a minimum of €770
- for virtual participants, refer to the [EMBO Virtual and Hybrid Meeting Organizer Guidelines](#)

Organizers are discouraged from offering reduced registration fees for predefined groups of participants. At their discretion and if their finances allow, they can offer fee waivers instead.

### *Funding and Sponsorship*

Please state the amount of funding requested from EMBO. A maximum of €35,000 of core funding may be provided. If the course is organized in hybrid format, an additional €3,000 (and up to maximum €5,000 at the discretion of the committee) will be allocated to your course if funded. **You do not have to request these additional funds in your application.**

Please do **not request funds for travel grants, registration fee waivers, childcare grants, and accessibility grants in your budget; these (a total of €7,500) will automatically be allocated to your lecture course if funded.** Details on how these grants should be distributed to participants can be found in the guidelines for organizers.

Please state other funding sources or sponsorship that you expect and list any non-monetary support. Ensure that all funders and sponsors understand that they cannot be mentioned in the title of the lecture course but can be acknowledged on the website and the poster. Sponsors and funders who provide €20,000 or more towards the course can be recognized as co-sponsors.

State the name of the funder or sponsor, the status of sponsorship (confirmed, pending, not yet approached) and special conditions linked to the sponsorship.

#### **Budget balance**

Total expenses should match the total expected income. Please explain if this is not the case.

## **5. Selection procedure**

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- All incoming applications are screened by the EMBO Courses & Workshops Office to ensure eligibility requirements are met (see section 2. [Eligibility](#)). If the application does not meet the eligibility requirements, it is rejected by the EMBO office and is not sent to the committee for review. No modifications to the application are accepted after the application deadline has closed.
- Each application is assigned to at least two members of the EMBO Course Committee for evaluation.
- The final funding decisions are made by the entire EMBO Course Committee in April/May and September/October each year. **Committee decisions are final and cannot be appealed.**
- All applicants are informed of their application outcome by email shortly after the committee meeting.

**Please do not contact the committee members directly. This may lead to the disqualification of your application.**

# 6. Selection criteria

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The [EMBO Course Committee](#) is looking to fund lecture courses that cover the latest developments and gather leading international experts.

The proposed course should not overlap with other courses in the same year.

The committee will pay special attention to the following aspects:

## A. TOPIC

<b>Originality</b>	The topic should not overlap with other courses in the same year.
<b>Unique focus</b>	If the topic overlaps with an ongoing series of meetings funded by EMBO, or other organizations (GRC, CSH, FASEB, Keystone, EMBL, etc.), the unique focus of the proposed course should be clearly indicated.
<b>Relevance</b>	Significant new developments in a field should be addressed.  Application for courses that serve to teach newly emerging and important topics and methodologies will be prioritized. Courses in areas that are not of sufficient general interest will not be funded. EMBO will not fund basic student courses that are traditionally offered by universities.
<b>Breadth</b>	The topic should be covered in sufficient depth and breadth.

## B. PROGRAMME

<b>Clear structure</b>	The programme should be sufficiently detailed, listing session themes and speakers, and allowing time for questions, discussions, and networking.
<b>Appropriate duration</b>	The programme should have the appropriate duration for the size and focus of the course. Depending on the topic, a lecture course should last between three and ten days.
<b>Talk duration</b>	The time allocated to talks and Q&A should be appropriate. Overly long talks (i.e., >30 min including Q&A, with the exception of the keynote) should be avoided.
<b>Previous feedback (only for repeat EMBO Lecture Courses)</b>	If the application is for a repeat of a previously EMBO-funded lecture course, the committee will consider the feedback received from the previous course. It is important that relevant issues raised by participants are carefully addressed.

### C. SPEAKERS

<b>Number</b>	There should be a sufficient number of invited speakers to cover the topic in depth but without making the programme overly dense.
<b>Expertise</b>	The speakers should be qualified experts in their area. The organizers should carefully survey the field they wish to cover and ensure they capture its diversity rather than focus on a small number of established scientists.
<b>Speakers selected from abstracts</b>	Some speakers should be selected from abstract submissions, prioritizing junior researchers (students and postdocs). Gender balance and geographical diversity when selecting speakers from abstracts submissions should also be considered. The balance between invited speakers and speakers selected from abstracts is an important selection criterion. We strongly recommend that the number of talks by speakers selected from abstracts is no less than ~ 50% of the number of invited speakers' talks e.g. for 10 invited speakers no less than 5 talks by speakers selected from abstracts. If the number talks by speakers selected from abstracts is lower than 50% of the invited speakers' talks, please include an explanation so that the committee can evaluate if it is justified. Flash talks are not counted in the speakers selected from abstracts.
<b>Status</b>	At least 90% of the invited speakers must be confirmed.
<b>Career level</b>	The list of invited speakers should balance early-stage (maximum 7 years of independence) and established investigators/group leaders. Applications with higher proportions of early-stage researchers will be viewed positively by the committee.
<b>Gender distribution</b>	At least 40% of the speakers should be of the underrepresented gender. If the percentage is lower than 40%, the application is ineligible.
<b>Geographical diversity</b>	Lecture courses held in Chile, India, Singapore and Taiwan should have a minimum of 33% of invited speakers based in Europe. The inclusion of invited speakers from a broad range of European countries and Asia-Pacific, Africa and South America is strongly encouraged and forms an important part of the selection process.
<b>Repeat speakers (only if it is a repeat EMBO Lecture Course)</b>	No more than 30% of the invited speakers should have spoken at the previous lecture course. Speaker turnover between different editions is an important selection criterion.

#### D. NETWORKING

**Networking opportunities** Sufficient time should be dedicated to activities that promote exchanges between the participants, e.g., coffee breaks, group activities, meet-the-speaker sessions, flash talks, discussion rounds. Other initiatives that promote interactions among attendees are a plus. The committee places a lot of importance on activities that allow early career and more established researchers to interact.

**Common meals** Joint meals should be organized for all participants to promote interactions. EMBO will not fund a separate "speakers' dinner" during the course.

**Poster sessions schedule and location** Poster sessions should be held at a time that encourages maximal attendance, ideally not during lunch/dinner or breaks, and should not overlap with other activities.

**Poster sessions (number and duration)** Should last for at least 90 minutes. At least two poster sessions should be organized for a course with close to 120 participants.

#### E. ORGANIZING COMMITTEE AND COURSE LOCATION

**Diversity** Co-organizers should be an international and gender-diverse group of scientists.

**Location of the course** The venue should be easy to reach, and it should be suitable for the type of course proposed. Participants and speakers should be accommodated in the same location or in a limited number of locations.

## 7. San Francisco Declaration on Research Assessment (DORA)

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EMBO is a signatory of the San Francisco Declaration on Research Assessment (DORA) San Francisco Declaration on Research Assessment ([DORA](#)) and as such does not use publication metrics such as the Journal Impact Factor during the assessment process (see [website](#) for further details). Applicants are asked NOT to include publication-based metrics when describing the contributions of invited speakers and co-organizers.

## 8. Confidentiality

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All applications are treated confidentially, and the lecture course is only publicized following acceptance of the funding conditions by the organizer.

Contacting members of the EMBO Course Committee to influence the decision process will result in disqualification of the application.

## 9. Appendix I - Encouraging Sustainable Meetings

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EMBO encourages organizers of EMBO Courses & Workshops to implement measures that reduce the environmental impact of their meetings.

We hope that this initiative will create awareness and help change people's behaviours. Only together can we make a difference for the environment, climate, and future generations on the planet.

EMBO Courses & Workshops awards points to meetings that implement sustainability measures. The various measures implemented qualify the meeting for points ranging between one and five as listed in the table below. The total number of points will rank the meeting on one of three levels, recognizing the organizers' efforts towards increasing the sustainability of their course or workshop:




- Level 1 – Meeting with moderate sustainability: 18–23 points
- Level 2 – Meeting with high sustainability: 24–29 points
- Level 3 – Meeting with very high sustainability: 30 points or more

Below are measures you could choose to implement to acquire a sustainable meeting label:

Measure	Points
<b>Venue</b>	
Choose a certified environmentally friendly venue e.g., EU Ecolabel, Green key <b>OR</b>	5
Choose a venue that takes energy efficiency measures, but is not (yet) certified, e.g., uses solar energy, including for heating water, gets green electricity, participates in waste sorting and local recycling etc.	4
Choose a centrally located venue with good public transport connections, close to major transport hubs to reduce additional travel	4
Use only plastic-free badges	2

<b>Virtual or Hybrid participation</b>	
Enable some participants to attend the meeting virtually, thus increasing participation without significantly increasing the overall environmental impact	3
Organize a session or panel discussion on sustainability in science at your meeting	3
<b>Catering</b>	
Serve only vegetarian food throughout the meeting <b>OR</b> Serve only vegetarian food on at least one day of the meeting	3 1
Serving locally sourced food	1
No bottled water, opt for water fountains/tap water in jugs	1
No single-use wares such as disposable cutlery, cups, plastic bottles or cans	1
<b>Travel</b>	
Require at least 4 invited speakers/organizers travelling within Europe to travel by train	3
Require some invited speakers from other continents to give their talks remotely. The funds saved on travel (€1,500 per speaker) can be used to fund train travel incentives for participants (see below)	2 for 1 3 for 2
Offer a discount on registration fees for participants traveling by train or incentivize train travel with rewards. You could use the €1,500 that were saved on travel for invited speakers from other continents to fund train travel incentives for participants.	2
<b>CO2 Offsetting</b>	
Offset the CO <sub>2</sub> footprint of your meeting by donating to off-set projects*	1
Innovative ideas to offset the CO <sub>2</sub> footprint of your meeting. * We would encourage organizers to implement creative ideas that go beyond what is listed above, as these can serve as inspiration for others.	5

\* EMBO funding cannot be used towards offsetting CO<sub>2</sub> footprint. External sources of funding should be explored for this.

 moderate sustainability	18-23
 high sustainability	24-29
 very high sustainability	30 and above

### Additional steps that you can take for a more sustainable meeting

**Electronic programme and abstract book:** Organizers are encouraged to distribute the abstract book in electronic format via the meeting website and, if necessary, print only a minimum number of copies. Organizers can export the abstract book in electronic format via the meeting website provided by EMBO. The abstract book can be made available on the meeting website as a password-protected PDF document.

**Promotional material:** EMBO offers promotional materials for EMBO funded meetings. We have aimed to source sustainably as much as possible and provide material that is useful beyond the meeting. Please order the minimum quantities needed and encourage participants to re-use the bags and notebooks after the meeting.

**Advertising:** Organizers are encouraged to opt for digital advertising using the poster EMBO provides and use the social media handles we create.

**Reduce the environmental impact of traveling:** Organizers may encourage speakers and participants to donate to CO<sub>2</sub> offset projects.

Encourage participants to use local public transport and provide information and directions.

Organize joint activities at locations that can be reached on foot or by public transport.

**Raise awareness:** Inform participants about the sustainability measures you are adopting.

Ask participants for feedback and suggestions on your sustainability measures at the end of the meeting.