



# EMBO Courses & Workshops Programme

## **Application guidelines**

Practical Courses

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**Application deadlines:**

1 March and 1 August annually

**EMBC Member States (A):** Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, and United Kingdom

**EMBC Associate Member States (B):** India, Singapore

**Countries / territories covered by a co-operation agreement (C):** Chile, Taiwan

**Countries / territories eligible for co-funding by EMBO and The Company of Biologists (D):** Brazil, Canada, China, Japan, Republic of Korea

**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)

**EMBO Course Committee Fall 2020**

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## Application guidelines for organisers of EMBO Practical Courses

Applications to organise an EMBO Practical Course are accepted via the EMBO online system. Application deadlines are **1 March and 1 August**. Selections for funding are made by the EMBO Course Committee in April/May and in September/October. Please check the eligibility criteria before applying.

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

# Eligibility

Applications must meet the following criteria to be accepted:

- Applications for practical courses must cover a topic from the life sciences (see EMBO subject areas on first page).
- Scientists from anywhere in the world are eligible to apply, independent of their nationality.
- While organisers can be based anywhere, practical courses must take place in one of the following:
  - A. EMBC Member State
  - B. EMBC Associate Member State
  - C. Country or territory covered by a co-operation agreement
  - D. Country or territory eligible for co-funding by EMBO and The Company of Biologists
- If you wish to organise a practical course in a country that is not listed, please contact the EMBO office.

**Please note:** For repeating practical courses a new application is required for each individual course.

# Application process

Applications to organise an EMBO Practical Course must be submitted online.

## Timeline

First deadline for application	1 March 2020, 09:00 CET
Committee meeting	April 2020
Results announced to applicants	May 2020
Second deadline for application	1 August 2020, 09:00 CET
Committee meeting	September 2020
Results announced to applicants	October 2020

Organisers are advised to apply as early as possible in the calendar year before the proposed date of the practical course to ensure sufficient time for the proper advertising and promotion of the meeting if the application is accepted for funding. Applications to fund events in the same calendar year will not be considered.

## Application procedure

- All incoming applications are screened by the EMBO office to ensure eligibility requirements are met.
- Each application is assigned to two members of the Course Committee for evaluation.
- Final decisions on the awarding of support for the meetings are made by the EMBO Course Committee in April/May and September/October each year.
- All applicants are informed of the outcome of their application by email shortly after the committee meeting.

Please do not contact the committee members directly. This may lead to your application being excluded from the review process.

## Application forms

The application has to be submitted [online](#), and consists of an online and an offline form (word form).

In the online form, you will be asked to provide:

- Proposed title of the practical course
- Proposed date and location of the meeting
- A list of the organisers, specifying their role, e.g. main organiser, co-organiser, administrative or financial contact
- An estimate of the number of participants that you expect
- Information on speakers and instructors
- An abstract describing the principle themes and objectives of the meeting
- Subject areas and keywords
- A draft budget

In the offline form (word form) please provide:

- A description of the reasons to hold a practical course on the proposed topic
- Information on any competing or similar practical courses held in the past, current, or following year
- The list of speakers, tutors and trainers
- The draft programme
  - For practical courses a description of the practical work planned
- A description of the networking activities
- Selection criteria for participation and number of participants
- Previous meeting organizing experience of the organisers
- A listing of measures you plan to take to reduce the CO<sub>2</sub> footprint of the meeting

This form must be saved in PDF format and uploaded via the [online application site](#).

### MEETING TYPE AND PROPOSED TITLE OF MEETING

When completing your application, please ensure you choose the correct type.

The (main) title of the practical course may not mention sponsor's, organization's or institute's names. Organisers should also refrain from using excessively long titles and numbers referring to previous meetings.

## EMBO Practical Courses

EMBO Practical Courses promote the transfer of new methods and emerging techniques. The programme of a practical course should cover both theory and practice with the aim to enable participating participants to implement novel techniques in their home laboratories. A practical course typically will train 20 – 25 participants (for computational topics a greater number of participants can be accepted) and lasts between 4 and 15 days. Participants are generally early-stage postdoctoral researchers and advanced PhD participants. For core facility staff training courses more advanced scientists are expected. The ratio of instructors to participants should be sufficient to allow all participants to get good tutoring in the techniques/subject presented, normally the ratio should be around to 1:5.

When planning the course, organisers are advised to:

- Encourage participants to bring their own samples/data (where appropriate);
- Provide participants with theoretical background material including selected references, in addition to the programme, well in advance of the course;
- Ensure that speakers/instructors give a briefing at the beginning of each day;
- Ensure that speakers/instructors and speakers stay for the entire duration of the course;
- Ensure that accommodation for speakers/instructors and participants is in the same facility;
- Include round table discussions in the course programme;
- Include poster sessions and/or participant presentations in the programme;
- Ensure that at least 40% of the programme comprises practical sessions.

## ABSTRACT, KEYWORDS, TOPIC

Please provide a short **abstract** (max. 200 words), stating the principal themes and objectives of the practical course.

Describe the practical course with **five scientific keywords** and choose a primary and secondary subject area from the EMBO subject areas (listed on the first page).

Describe the reasons for holding a practical course on the proposed **topic** in the near future (max. 200 words), describing recent developments in the field and how the practical course would contribute to the advancement of the research field. For repeating EMBO Courses, please 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 events

Please mention any courses on the same theme held in the past, current or following year and outline how the event you are proposing will differ from those. Please consider any overlap with other EMBO Practical Courses, or those organised by CSHL, EMBL, etc. (max. 200 words).

## If applicable – Feedback from previous EMBO funded meeting(s) or resubmission

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

Also, please list the names of the organisers of the three previously EMBO funded courses in this series.

Note that the committee receives the feedback from the previous courses and takes this into account when judging a resubmission.

For **resubmission** of a previously unsuccessful proposal, please state the ID number of the previous proposal and list the main adjustments that you have introduced.

## SPEAKERS/TRAINERS/TUTORS

Organisers are expected to apply with a complete programme and a confirmed list of speakers/instructors, rather than a wish list. If speakers are unconfirmed, there is only a minimal chance of the proposal being accepted. Speakers/Instructors are advanced scientists with specialized expertise in the course subject; specify additional supporting personnel (like teaching assistants in the practical sessions) further below (description practical part).

- There should be enough speakers to cover the topic in sufficient depth without making the programme overly dense.
- Meetings held in EMBC Member States (A – see list on first page), should have a minimum of 50% of the invited speakers based in EMBC Member States (A) or in EMBC Associate Member States (B) or from countries and territories covered by a co-operation agreement (C) (see list on first page). Significant bias for certain states should be avoided.
- Meetings held outside Europe (B, C and D – see list on first page) should have a minimum of 33% speakers based in EMBC Member States (A – see list on first page).
- At least 30% of the speakers must be women. If there is a lower proportion, a justification must be provided. Applications with a lower percentage are generally not successful.

**Please list the speakers in the following format:**

1. First Name Last Name, Institute, City, Country
2. Please add:
  - C (for confirmed),
  - F (for female),
  - R (for repeat speaker),
  - O (for overseas speaker i.e. depending on location of meeting. For meetings held in EMBC Member States, add O for speakers based outside EMBC Member States. For meetings held outside Europe, add O for speakers based in the EMBC Member States),
  - E (for early stage researchers)
3. Add a link to a relevant publication that led to their invitation.
4. Add a link to the home page of the speaker's research group

please see example below:

No.	Name and affiliation. Include link to lab home page	Status (C,F,E, O,R)	Describe the expertise that is relevant to their contribution to the course.
1.	Jane Doe (Institute, City, Country) <a href="https://www.XY.JaneDoeLab/uxy.xy/">https://www.XY.JaneDoeLab/uxy.xy/</a>	C, F	Jane Doe has developed xy application in STORM
2.	John Bloggs (Institute, City, Country) <a href="https://www.XY.JohnBloggsLab/uxy.xy">https://www.XY.JohnBloggsLab/uxy.xy</a>	C, O	John Bloggs is the developer of software to analyse EM data.
3.			

You will be requested to provide the total number of speakers in each category in the online form, the percentages will be calculated automatically.

## TUTORS/TRAINERS/INSTRUCTORS

List the tutors/trainers, i.e. those persons involved in the teaching (it is understood that their names may not be known at the time of application, but please indicate how many persons will be involved

in the teaching). If some of the speakers stay for supervision of a specific part of the course, please also list them here.

Please see example below:

Name and affiliation	List the practical sessions that they will be guiding
XY from (University/Institute) and 4 scientists from her/his team	Practical session 1 on xy topic 4 groups of 4 participants supervised by 1 tutor each Duration: 2 x 3h
VVV from (University/Institute) and 4 scientists from her/his team	Practical session 2 on z topic 2 groups of 8 participants supervised by 2 tutors each Duration: 1 x 5h
...	

## PROGRAMME

### PRACTICAL WORK

Please describe the practical work:

Give details of the practical/experimental work to be undertaken, describe the available laboratory facilities and all the teaching personnel involved in the practical sessions and their roles. It is understood that their names may not be known at the time of application.

e.g.

**Practical session 1.** Expression of membrane proteins in HEK293/insect cells via transient transfection using GFP-fusion proteins

Duration: 2 x 3 hours

Tutors/trainers: XY and **4 people of her team**

**4 groups of 4 participants supervised by 1 tutor**

**Practical session 2.** Quality control of purified membrane protein preparations: nanoDSF and Blue Native PAGE

Duration: 1 x 3 hours

Tutors Maria Garcia Alai and **3 people of her/his team**

**2 groups of 4 participants supervised by 2 tutors**

...

Labs for practical courses (including access to beamlines, cryo-EM facility and the lecture hall) are all within the two buildings ...

All participants will be informed about the relevant safety measurements before the start of the practicals and will be supervised by the tutors to assure they conduct themselves accordingly. Inappropriate or unsafe laboratory behavior will not be tolerated.

Several areas of Responsible Conduct of Research will be addressed at several levels during the course. During the practicals, the tutors will be role models demonstrating the professional responsibility of scientist to mentor less-experienced researchers. In addition, appropriate and inappropriate data representation (responsible conduct of research and research misconduct), documentation practices and data deposition according to the FAIR principles will be discussed here.



We have asked the respective lecturers dealing with animal experiments, e.g., those generating antibodies, to address animal welfare.

### 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.*

Day	Time	Programme category	Speaker/Instructor/Tutors/Teaching Assistants/ Contributions and topic of talk or session
<b>Day 1</b>			
	12:00	<b>OPENING</b>	
	12:15 – 13:15	<b>COURSE OVERVIEW</b>	Joe Bloggs
	13:15 – 13:45	<b>BREAK</b>	
	13:45 – 15:30	<b>THEORY I</b>	Basic optical principles crucial for advanced light microscopy
	13:45 – 14:30	<b>LECTURE 1</b>	Jane Doe: Diffraction, Point Spread Function
	13:45 – 14:30	<b>LECTURE 2</b>	Jane Doe: STORM
	14:30 – 15:30	<b>EXERCISE 1</b>	Jane Doe: Photon counting efficiencies
	15:30 – 16:00	<b>BREAK</b>	
	16:00 – 18:00	<b>PRESENTATIONS</b>	Participants: presenting their research projects (5 min each)
<b>Day 2</b>			
	13:00 – 16:00	<b>PRACTICAL SESSION 1</b>	John Bloggs, Jane Doe, 4 tutors. Preparation of cell lines for later analysis

### EMBO views responsible conduct of research education as an integral part of research.

During an EMBO Practical Course participants should learn how to design reproducible experiments with appropriate sample sizes resulting in statistically relevant results. They should be made aware of the necessity to validate certain reagents, including antibodies, cell lines, and animal models as well as learning about ethical issues that include breaches of confidentiality, lack of informed consent and abuse of research subjects or materials when carrying out experiments.

Digital technologies, such as image processing software, statistical packages and data-mining techniques should be introduced in a way that informs the participants of the limits of the technologies and their potential for fraudulent misrepresentation and misinterpretation of results.

Organisers are requested to dedicate an appropriate section of their course programme to discuss these issues and make participants aware of good research practices and the caveats they may face when designing experiments (with the technologies covered during the course).

Please describe shortly in the application form how you will address these issues during the course.

## NETWORKING ACTIVITIES

EMBO believes that networking is a vital component of every scientific meeting. Organisers 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. The committee welcomes creative ideas regarding the facilitation/promotion of networking.

## POSTER SESSIONS (if applicable)

Poster sessions should be held at a time that encourages maximal attendance, ideally not during lunch or coffee breaks, with no other activities taking place in parallel, and should be held in a room with sufficient space, for at least 90 minutes.

The form requires you to tick 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 meeting
- 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)

Please describe how discussion and interaction between participants and speakers/instructors will be stimulated (max. 400 words).

## PARTICIPANTS

The approximate number of participants for EMBO funded practical courses should be as follows:

- Not more than 25 participants (excluding speakers) for EMBO Practical Courses (computational courses can have more participants)

The following further guidelines apply:

- Scientists at an early stage of their career should have the opportunity to attend and present their research.
- Participants should not be restricted to a pre-defined group, such as an EU network or other defined groups.
- Significant regional bias should be avoided, e.g. not more than 25% of participants should be from the host country. This requirement is waived for meetings taking place outside Europe (B, C and D – see list on first page).
- You are requested to consider EMBO's commitment to a reasonable gender balance in all activities.

Please describe what criteria will be used to select the participants and who will make the selection (e.g. organisers, speakers, instructors etc.). State their names and roles.

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

Please also state the number of participants who will be selected for oral presentation and specify the duration of their presentations.

If your meeting is being held in a country where not many scientific meetings are taking place you may want to consider organising satellite workshops/lectures that are open to the local scientific community. If additional funds are necessary, please contact us via email at [courses\\_workshops@embo.org](mailto:courses_workshops@embo.org).

## ORGANISERS

There can be only one main organiser and the number of co-organisers should not exceed five. Please list for each organiser their respective experience in organizing courses (please restrict to the last three relevant events).

Co-organisers should be from more than one institute; preferred is an international grouping representing the topics covered in the meeting.

The **main organiser** is the primary scientific contact for all correspondence after submission of the proposal. **Co-organisers** are scientists who have major scientific/technical involvement in the planning and execution of the meeting.

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

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

## LOCATION

Provide the address of the proposed location and a short description of the venue (e.g. capacity and equipment of the laboratory facilities, accommodation and catering (max. 200 words)). The venue should have suitable facilities and preferably accommodation should be onsite or close by. Please note the availability of wireless internet access and the distance from the closest international airport(s).

## REDUCING THE CO<sub>2</sub> FOOTPRINT OF THE MEETING

EMBO would like to promote the reduction in CO<sub>2</sub> emissions in order to lessen environmental impact by encouraging the organisers of EMBO Courses and Workshops to implement, to the best of their abilities, some measures that should keep the CO<sub>2</sub> footprint of the course at a minimum.

We are aware that these measures may neither seem nor be significant on their own, but we do hope that they will create awareness and will help to change many people's minds and behaviours. Only together can we make a difference to the climate and the future of the planet and our children. We would therefore welcome that organizers encourage debate about this topic at the meeting.

**Reducing long-distance air-travel:** It is recommended to include at least one remote presentation at the meeting. This should not be given by an additional speaker, but should replace a regular speaker in your programme. The money saved for travel and accommodation (max. €1,500) as a result can be used to cover additional travel grants for participants travelling to the venue by train from the available core budget. Please indicate this in your budget estimate. Please note that this is not a binding requirement for Practical Courses.

**Train travel:** Encourage speakers and participants to take trains within Europe for distances, for e.g. under 800 km or under 6–8 hours of travel time. As above, organisers may use the money saved by introducing remote speakers to offer travel grants or subsidies to participants travelling by train (max €1,500).

**Provide catering with lower CO<sub>2</sub> impact:** Serve vegetarian food preferentially and reduce meat options from the meals. You might consider the following:

- a) On at least one day of the meeting only vegetarian food is served.
- b) Catering should be served in non-disposable wares.
- c) If possible, try to avoid (plastic) bottled water and plastic cups.

**Electronic programme and abstract book:** Organisers should distribute the abstract book in electronic format via the courses website and to print only a minimum number of hardcopies, if necessary. Via the EMBO provided meeting web site organisers can export the abstract book in electronic format. This can then be made available, password protected, on the course website.

**Voluntary CO<sub>2</sub> compensations:** Organisers may consider collecting voluntary CO<sub>2</sub> compensation payments from participants and donate to accredited compensation brokers.

**Central locations:** Consider venues that are centrally located and easily accessible by public transport.

**Plastic-free badges:** Organizers should consider to use paper badges.

**EMBO promotional items:** EMBO provides notebooks (FSC certified paper), bags (from recycled materials), and pencils for meetings on request. Notebooks are perforated to encourage their continued use after the meeting. You will be contacted prior to the meeting to request your needs.

## **BUDGET (to be provided in the online form)**

### **Expenses**

The form requests 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.

EMBO funds can be used to cover:

- Economy travel, accommodation and subsistence costs of the speakers;
- Onsite catering for the meeting;
- Administration costs up to €4,000;
- Room hire, audio-visual and IT facilities essential for the course;
- Materials and consumables for practical courses;
- the limit for social activities (e.g. excursions) to be charged to the EMBO budget is €3,000.

EMBO funds do not cover overheads.

EMBO will create the course website (including an online registration system), design a poster and abstract book cover at no additional charge. EMBO funds cannot be used to pay for alternative website providers.

EMBO funds cannot be used to cover gifts, honoraria and dinners/meals exclusively organised for the speakers.

### **Income**

#### *Registration fees*

The maximum registration fee for an EMBO Practical Course should not exceed:

- €500 (> 5 days in length) and €350 (< 5 days in length), including accommodation
- Participants from industry should be charged a minimum of €1,000

#### *Funding and Sponsorship*

Please state the amount of funding requested from EMBO. A maximum of €33,500 of core funding may be provided. An additional €5,500 will automatically be allocated to fund travel grants, registration fee waivers and childcare grants to participants. This additional funding should be used as follows: €1,500 are provided for general travel grants €1,000 for registration fee waivers and

€2,000 for travel grants for scientists of any nationality working in Chile, India, Singapore or Taiwan to participate in meetings in regular EMBC Member States (A – see list on first page).

For events taking place outside Europe (B, C and D – see list on first page), EMBO provides €1,500 for general travel grants and €2,000 for travel grants for participants of any nationality working in EMBC Member States (A – see list on first page).

A further €1,000 are provided to cover additional childcare costs incurred by participants or speakers when participating at any EMBO funded meeting. 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 meeting etc.

You do not have to request funds for travel grants, registration fee waivers and childcare grants in your budget ; these will automatically be allocated to your event if funded. Details on how travel grants should be distributed to participants can be found in the guidelines for organisers.

Please also 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 meeting, but can be acknowledged on the website and the poster. Sponsors and funders who provide €20,000 or more towards the meeting can also 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.

# Selection

The EMBO Course Committee is looking to fund practical courses that cover the latest developments and assemble the best experts worldwide. Each application is reviewed in depth by at least two members of the EMBO Course Committee. The final decision is made by the entire committee. Applications should be timely, non-overlapping with other meetings in the same year, and as complete as possible. The committee will pay special attention to the following aspects:

## **SCIENTIFIC PROGRAMME**

- Is the topic interesting or novel or is it adding new aspects or an interesting combination of topics? EMBO does support repeats of courses that have been successfully held if a continuing need is evident. However, newly emerging topics might be given priority over long established courses.
- The committee will take into account the feedback received from previous EMBO funded meetings (the feedback will be made available to the committee by the EMBO office). It is therefore advisable to address relevant issues raised by participants.
- Is the topic already covered by other meetings (EMBO or otherwise) close in time? (please note: EMBO does support meetings that alternate with meetings held in the US or elsewhere in other years)
- Is the topic covered in sufficient depth and breadth?
- Does the list of speakers/instructors represent the leaders in the field?
- Is there a minimum of 30% female speakers/instructors invited (accepted)?
- Is there a reasonable representation of geographical areas in the speakers/instructors list?

## **NETWORKING ACTIVITIES**

- Is sufficient time dedicated to the scheduled poster session? Is it stand-alone?
- Is sufficient time dedicated to networking opportunities, such as joint dinners, coffee breaks, group activities, meet the speaker/instructors session, flash talks, discussion rounds?

## **ADDITIONAL ASPECTS CONSIDERED FOR PRACTICAL COURSES**

- Topics supported must be cutting edge. Application for courses that serve to teach newly emerging and important topics and methodologies will be given priority. 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.
- A relatively broad range of techniques should be covered.
- The equipment and materials should be state-of-the-art and appropriate to the topic.
- Speakers/instructors and participants should be housed together if possible.
- Issues concerning responsible conduct of research should be covered.

# Additional guidelines for Practical Courses co-funded by EMBO and The Company of Biologists (D – see list on first page)

- The website and poster of the course will be designed by EMBO.
- The organisers should acknowledge EMBO and The Company of Biologists in equal measure to EMBO in all materials produced.
- Additional travel fellowships may be allocated to the meeting from Company of Biology funds (subject to availability). Organizers will be informed at a later stage).
- Any use of The Company of Biologists' name and logo shall be in accordance with the brand guidelines of The Company of Biologists, which is sent as a separate document.
- Organisers authorize EMBO to provide to The Company of Biologists the following documents:
  - a copy of each successful application, where funding was approved by EMBO; and
  - a copy of the final documents submitted by organisers to EMBO
- Organisers shall allow a representative of The Company of Biologists to attend each meeting for the purpose of writing reports which The Company of Biologists may publish on its websites or in its journals, in such form as it may determine at its sole discretion.

## Confidentiality

All applications are treated in confidence and only publicized following acceptance of the funding conditions by the organiser.

The EMBO Courses & Workshops office should be contacted with any questions concerning applications.

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