

## Application guidelines

---

### Table of Contents

<b>1. Application guidelines for organizers of EMBO Practical Courses</b>	<b>4</b>
<b>2. Eligibility</b>	<b>4</b>
<b>3. Application process</b>	<b>5</b>
<b>4. Application forms</b>	<b>6</b>
4.1.Meeting type	7
4.2.Proposed title of the course	7
4.3.Course format and location	8
4.3.1. Hybrid format	8
4.3.2. Virtual format	9
4.4.Abstract and topic	9
4.5.Speakers/Instructors	10
4.5.1. Tutors/Trainers/Instructors	11
4.6.Programme	12
4.6.1. Practical work	12
4.6.2. Responsible conduct of research	13
4.6.3. Networking activities	13
4.6.4. Poster sessions (if applicable)	14
4.7.Participants	14
4.7.1. Travel, childcare and accessibility grants	15
4.8.Organizers	17
4.9.Location	17
4.10. Budget	18

<b>5. Selection procedure</b>	<b>19</b>
<b>6. Selection criteria</b>	<b>20</b>
<b>7. San Francisco Declaration on Research Assessment (DORA)</b>	<b>22</b>
<b>8. Confidentiality</b>	<b>22</b>
<b>9. Appendix I – Encouraging sustainable meetings</b>	<b>23</b>

**Application deadlines:**

1 March and 1 July annually

**EMBC/EMBO Partners:**

<b>A</b>	<b>Member States</b>	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>B</b>	<b>Global Partners</b>	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)

**EMBO Course Committee Spring 2026**

Leila Akkari (NL)  
Pavel Baranov (IE)  
Buzz Baum (UK)  
Ádám Dénes (HU)  
Fiona Doetsch (CH)  
David Drew (SE)  
Ita Gruic-Sovulj (HR)  
Ewelina Knapska (PL)  
Marco Muzi-Falconi (IT)  
Guillermo Montoya (DK) (Chair)  
Tracy Palmer (UK)  
Franck Perez (FR)  
Katja Röper (UK)  
Eugenia Russinova (BE)  
Michiel Vermeulen (NL)

# 1. Application guidelines for organizers of EMBO Practical Courses

---

Applications to organize an EMBO Practical 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.

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

## 2. Eligibility

---

**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:

- Applications for practical courses must cover a topic from 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, practical courses must take place in one of the following (see list on [page 3](#)):
  - A. An EMBC Member State
  - B. Chile, India, Singapore, Taiwan
- At least 80% of the invited speakers must be confirmed at the time of submitting the application.

- At least 40% of the invited speakers must be of the underrepresented genders.
- **Applications to fund courses in the same calendar year will not be considered.** Applications are only accepted for courses taking place in the following calendar year e.g.; applications received in 2026 are only accepted for meetings taking place in 2027.

**For repeating practical 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). Please remember to review the latest application and organizer guidelines.

**For resubmissions:** A new application is required. Please make sure that you use the latest [programme template](#) (it is updated every year).

## 3. Application process

---

Applications to organize an EMBO Practical 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 practical course to ensure sufficient time for advertising and promotion of the meeting if the application is accepted for funding.

## 4. Application forms

---

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 practical course
- 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
- proposed date and location of the course
- format of the meeting 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 scientific organizers, you will be required to provide a link to their respective websites, and describe their previous meeting organizing experience. Please make sure that the links provided 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 and instructors i.e.,
  - o the list of speakers, tutors, and trainers
  - o gender
  - o affiliation
  - o relevant publication and
  - o URL to their lab webpages
- an abstract describing the principal themes and objectives of the course (max 200 words)
- subject areas
- a description of the practical work planned
- a description of the networking activities
- for hybrid courses: a short description of the virtual component explaining how the virtual participants will take part in the practical work
- the criteria for selecting course participants
- a short description of the course location
- a draft budget
- a list of sustainability measures you plan to take to reduce the environmental impact of the meeting
- for repeat course applications, indicate the improvements made based on feedback from previous courses. 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 meetings without the reporting documents for the previous meeting.

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 type of meeting from the drop-down menu:

- EMBO Practical Course (*within EMBC Member States*)
- EMBO Practical Course (*in Chile, India, Singapore, Taiwan*)

**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 of enabling participants to implement novel techniques in their home laboratories.

**A practical course typically will train 15 – 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 students.

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 1:5.

When planning the course, organizers should:

- encourage participants to bring their own samples or data (where appropriate)
- well in advance of the course, provide participants with the course programme and theoretical background material including selected references
- ensure that speakers/instructors give a briefing at the beginning of each day
- ensure that speakers/instructors stay for the entire duration of the course
- include round table discussions in the programme
- include poster sessions and/or participants' presentations in the programme
- ensure that at least 40% of the programme comprises practical sessions
- include training on responsible conduct of research
- ensure that accommodation for speakers/instructors and participants is at the same venue

## 4.2. Proposed title of the course

The (main) title of the practical course should not mention sponsors', organizations' or institutes' names. Organizers should refrain from using long titles and 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. 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
- Hybrid course or
- Virtual course

Hybrid and Virtual Formats will be subject to approval by the course committee.

No hybrid funds will be allocated for Practical Courses unless the virtual attendees can participate in all practical sessions (e.g. if the Practical Course only covers computational analyses).

### 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 does not provide funding for hybrid Practical Courses unless all participants, including virtual ones, can fully engage in the practical sessions (for example, in computational analysis courses). Hybrid funding is only available with prior approval from the Course Committee. If approved, organizers will receive an additional €3,000 on top of the core funding to cover the extra costs of running a hybrid event. At the committee's discretion, and if well justified, such as when substantial and costly measures are implemented to significantly enhance the virtual participant experience, this amount may be increased to a maximum of €5,000. 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., possibly other activities in addition to attending the talks and practical sessions).

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.

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

### 4.3.2. Virtual format

EMBO funds virtual courses. Organizers may use an online platform or event 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 course.

The costs associated with the delivery of the virtual course and the income from the virtual registration fees should be reported in the final 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 course.

## 4.4. Abstract and topic

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

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

Describe the reasons for holding a practical course on the proposed **topic** (max. 200 words), mentioning recent developments in the field and how the practical course would contribute to the advancement of the field. For repeating EMBO Practical 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 courses

Please mention any courses on the same topic held in the past, current or following year and outline how the course you are proposing will differ from those. Please consider any overlap with other EMBO Practical Courses, or those organized by others (max. 200 words).

#### If applicable - Feedback from previous EMBO-funded Course(s) or resubmission

For Practical Courses previously funded by EMBO, describe any improvements, or changes you propose to implement based on the experience and feedback from the previous meeting(s) (max. 200 words). Also, please list the names of the organizers of the three previously EMBO-funded Practical Courses in this series.

#### Please include the ID number of the previous EMBO funded Course (e.g. pc26/01)

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

For **resubmission** of a previously unsuccessful application, please provide the ID number (e.g. **pc26/01**) of the previous application and list the main adjustments that you have

introduced.

## 4.5. Speakers/Instructors

Organizers are expected to apply with a list of **at least 80%** confirmed invited speakers. If **less than 80%** of the invited speakers are confirmed, the application is ineligible for review.

You should also list additional supporting personnel, such as teaching assistants, for the practical sessions.

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

Please consider the following:

Number

The number of speakers and instructors should be adequate to cover the topic in sufficient depth without making the programme overly dense.

Expertise

Speakers and instructors should be experienced researchers with significant expertise in the course subject.

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:

Meetings held in EMBC Member States (A – see list on [page 3](#))

At least 50% of the invited speakers should be working across a variety of European countries. The inclusion of speakers from Asia-Pacific, Africa and South America is strongly encouraged.

Meetings taking place in Chile, India, Singapore, or Taiwan

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

While EMBO specifies targets of gender and geographic participation to promote inclusivity and diversity in EMBO Courses and Workshops, we strongly encourage organizers to enable diversity across the spectrum, thus ensuring that EMBO Courses and Workshops are a safe, inclusive, and welcoming learning space for all speakers and participants regardless of

individual beliefs or characteristics.

**You will be asked to list the invited speakers in the online application form and provide 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. Describe the expertise that is relevant to their contribution to the course. Please provide a reference and **a link** to a relevant publication.
5. You will be asked to indicate whether each invited speaker is:
  - confirmed
  - a repeat speaker (for repeating EMBO-funded Courses)
  - overseas speaker (depending on location of meeting) i.e. for courses held in EMBC Member States, "overseas" applies to speakers based outside EMBC Member States. 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 form.

### 4.5.1. Tutors/Trainers/Instructors

List the tutors/trainers/instructors, 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 supervising a specific part of the course, please also list them here.

Please see example below:

<b>Name and affiliation</b>	<b>List the practical sessions that they will be guiding</b>
-----------------------------	--

<b>XY from</b> (University/Institute)	Practical session 1 on xyz topic
---------------------------------------	----------------------------------

...

## 4.6. Programme

### 4.6.1. Practical work

Please describe the practical work including:

- details of the practical or experimental work to be undertaken
- description of the laboratory facilities
- number and role of the teaching staff involved in the practical sessions. If their names are already known at the time of application, please include them.

Example of practical work description:

**“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/trainers XY and **3 people of 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. Please also list the networking activities in the programme.*

E.g.:

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>	John 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>			
	9:00 – 12:00	<b>PRACTICAL SESSION 1</b>	John Bloggs, Jane Doe, 4 tutors. Preparation of cell lines for later analysis

## 4.6.2. Responsible conduct of research

EMBO considers responsible conduct of research as an integral part of researchers' training. Organizers of EMBO Practical Courses are requested to dedicate a section of the course programme to discuss ethical issues, good research practices, and problems researchers may face when designing experiments (with the technologies covered during the course).

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 importance of validating reagents, including antibodies, cell lines, and animal models.

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

Course participants should learn responsible practices in relation to confidentiality, informed consent, and responsible handling of research subjects and materials.

Please describe in the application how you will address the issues above during the course.

## 4.6.3. Networking activities

EMBO believes that networking is a vital 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.**

#### 4.6.4. 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 a duration of at least 90 minutes.

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

- the venue for the poster session=on 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)

## 4.7. Participants

The approximate number of participants for EMBO Practical Courses should be as follows:

- Not more than 25 participants (excluding speakers), although computational courses can have more participants.

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 an EU network or other defined groups;
  - o **participant criteria for courses taking place in EMBC Member States** (A - see list on [page 3](#)): a maximum of 25% of the participants should be from the host country
  - o **participant criteria for courses taking place in Chile, India, Singapore, or Taiwan:** EMBO wants to foster 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, so please ensure that this is the case in the proposed practical course
- 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 meeting is taking place.

Please describe what criteria 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, instructors etc.).

You may want to consider applying for additional funds to organize a satellite meeting linked to your EMBO Workshop. 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 (please note: you do not need to include this in your requested amount to EMBO as it will be automatically added).

##### For courses in EMBC Countries (A, see list on page 3):

Type of grant	Amount allocated	Available for registered participants working in laboratories in	Explanatory notes
Travel grants and registration fee waivers	€2,500	All countries	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 meeting, etc. Applicants should specify their needs in the registration form. Maximally €500 per participant can be allocated.
Special travel grants & registration fee waivers	€3,000	Chile, India, Singapore, and Taiwan	For participants of any nationality working in laboratories in Chile, India, Singapore, Taiwan. 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 €1,000 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 conference 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.

**For courses in Chile, India, 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 meeting, 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 conference 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 main organizer, and the number of co-organizers should not exceed four (4). For each organizer, list their respective experience in organizing courses (please restrict 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 meeting.

**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 grouping representing the topics covered in 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 organizers may also be the administrative or financial contact.

The course can also have a maximum of three **Local Organizers (LOs)** if being 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 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. 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 meeting
  - administrative costs up to €5,000
  - room hire, audio-visual, and IT facilities rental essential for the meeting

- For hybrid courses** (*If approved by the committee, additional funds of €3,000 and up to €5,000 at the committee's discretion, if justified, may be provided*)
- rental of a virtual platform to host the virtual part of the meeting
  - rental of additional AV equipment and personnel costs
  - additional administration costs

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 (ie. €4,000) for administration expenses.

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

## Income

### *Registration fees*

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

- €550 (> 5 days in length) and €385 (< 5 days in length), including accommodation
- participants from industry should be charged a minimum of €1,100
- 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 committee approves your application to organize the course in hybrid format, an additional €3,000 (and up to maximum €5,000 at the discretion of the committee, if justified) will be allocated to your course.**

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 meeting if funded.** Details on how these grants should be distributed to participants can be found in the organizer guidelines.

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.

## 5. Selection procedure

---

- 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 modification to the application is accepted after the application deadline has closed.

- Each application is assigned to at least two members of the EMBO Course Committee for evaluation.
- Final funding decisions are made by the entire EMBO Course Committee in April/May and September/October each year. **Please note that 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

---

The EMBO Course Committee is looking to fund practical 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

Relevance

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.

Selection of the techniques

The course should not focus on a single (proprietary) technique but rather present a range of relevant techniques and methods.

Overlap with similar courses

The overlap with similar courses should be minimal.

## B. INSTRUCTORS AND SPEAKERS

Expertise	The speakers should be leading experts in the topic, and instructors must have sufficient experience to lead the experimental/practical sessions.
-----------	---

Gender distribution	At least 40% of the invited speakers and instructors should be of the underrepresented gender.
---------------------	--

Status	At least 80% of the invited speakers/instructors must be confirmed.
--------	---

## C. PROGRAMME/SCHEDULE

Structure	The time dedicated to lectures, practical work and discussions should be appropriate to the topic
-----------	---

Practical sessions	Practical sessions should comprise at least 40% of the programme.
--------------------	---

Duration	Depending on the topic and techniques, a practical course should last between three and fifteen days.
----------	---

Networking	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 attempts to promote interaction amongst attendees are a plus. The committee places a lot of importance on activities that allow junior and senior researchers to interact.
------------	---

Participants' presentations	Participants should be given the opportunity to present their research.
-----------------------------	---

Participants' samples or data	If possible, participants should have the opportunity to bring their own samples or data.
-------------------------------	---

Previous feedback ( <i>only for repeat EMBO courses</i> )	If the application is for a repeat of a previously EMBO-funded course, the committee will consider the feedback received from the previous. Therefore, relevant issues raised by participants, especially negative comments, should be addressed.
---	---

Responsible conduct of research	Issues concerning <b>responsible conduct of research</b> should be addressed.
---------------------------------	---

#### D. INFRASTRUCTURE AND LOCATION

Equipment and materials

The equipment and materials should be state-of-the-art and appropriate for the topic covered.

Housing

Instructors and participants should be housed together if possible.

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

---

EMBO is a signatory of the 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. Applicants are asked NOT to include publication-based metrics when describing invited speakers' and co-organizers' publications.

## 8. Confidentiality

---

All applications are treated confidentially, and the workshop 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

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

We hope that this initiative will create awareness and help change many people’s minds and 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. Implementation of various measures qualify the meeting for points ranging between one and five as listed in the table below. The accumulated 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>	3
Serve only vegetarian food on at least one day of the meeting	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 print only a minimum number of hard copies, if necessary. Organizers can export the abstract book in electronic format via the meeting website provided by EMBO. The abstract book can then be made available on the meeting website as a password-protected PDF document.

**Promotional material:** EMBO offers promotional materials for your EMBO funded course or workshop. We have aimed to source sustainably as much as possible and provide material that is useful beyond the meeting. Please order the minimum quantities you would need 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 set up for you.

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

Provide participants with information and directions for local public transport and encourage its use,

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 for your meeting.

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