

# EMBO Courses & Workshops Programme

## **Organiser guidelines**

Practical Courses

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**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)

## About

EMBO Practical Courses promote the transfer of new methods and emerging techniques to a large number of laboratories. The primary objective is to enable participating students to implement novel techniques in their home laboratories.

## Funding

The maximum funding available for an EMBO Practical Course is €39,000 (€33,500 of core funding plus €4,500 exclusively for travel grants and registration fee waivers and €1,000 for child care grants). The maximum amount of funding available for EMBO Practical Courses in non-EMBC/non-cooperation partner countries is €22,000 (€20,000 of core funding plus €2,000 exclusively for travel grants). Decisions on the amount of funding are made on a case-by-case basis. Organisers are therefore required to justify all major costs in the budget section of the application form. It is expected that participants (other than the speakers) will pay for their travel, accommodation, and a modest registration fee. EMBO funds must not be used to cover *per diem* expenses, gifts, poster prizes, or dinners organised exclusively for speakers.

EMBO funds can be used to cover:

- travel (economy), accommodation and subsistence costs of the speakers;
- catering costs during the meeting;
- administrative costs up to €4,000;
- room hire, audiovisual and IT facilities essential for the course;
- materials and consumables.
- the limit for social activities (e.g. excursions) to be charged to the EMBO budget is €3,000.

EMBO funds do not cover overheads.

In order to reduce environmental impact, organisers are encouraged to consider distributing the abstract book in electronic format via the course website and to print only a minimum number of hardcopies, if necessary.

It is understood that, as an organiser, you do not render any services on behalf of EMBO. The organising institution is responsible for the EMBO Practical Course. It is supported by EMBO with a grant, provided that the event is organised as described in the initial application (except for any further modifications that are subsequently approved in writing by EMBO), and that promotion of the event and submission of the final documentation complies with the funding conditions.

Due to the current situation regarding the pandemic, you may decide not to hold your course in person. Therefore, please make sure that you have a contingency plan and make every effort to avoid hotel cancellation fees. Please note that you can use the funding provided to convert your meeting to virtual format. Please review the guidelines for virtual EMBO Practical Courses: [https://www.embo.org/documents/courses\\_and\\_workshops/EMBO\\_Virtual\\_CW\\_organizer\\_guidelines.pdf](https://www.embo.org/documents/courses_and_workshops/EMBO_Virtual_CW_organizer_guidelines.pdf). Inform us as soon as you have decided upon any changes to the original plans, via [courses\\_workshops@embo.org](mailto:courses_workshops@embo.org).

## Payment of the grant

The funds will be transferred to the account specified by you and to which you have access. EMBO will not be able to transfer the funds to 3<sup>rd</sup> parties. We recommend that you open a separate account, preferably at your institute, with the name of the Practical Course (but please do not use the term EMBO in the naming of the account, since this implies to our auditors that this account is managed by EMBO).

80% of the allocated funding will be transferred to organisers approximately four months prior to the start of the practical course. EMBO must be notified of any significant changes to the practical course budget and/or scientific programme after it has been initially approved.

Once the final financial statement and reports have been approved by EMBO, the remaining funds (up to 20% of the allocated funding plus the amount spent on travel and child care grants) will be transferred. Please list the travel and child care grant recipients separately in the final report.

The final documentation has to be submitted to EMBO within three months following the end date of the practical course. Failure to do so will result in the final payment being forfeited.

EMBO reserves the right to claim unspent funds based on the financial statement.

## Travel grants

Travel grants can be used to cover travel, accommodation, visa costs and/or registration fees.

**a)** For events in [EMBC Member States \(A - see list on first page\)](#), EMBO provides €1,500 in travel grants (organisers may allocate additional funds received from sponsors). The EMBO travel grants shall be allocated by the organisers on the basis of the quality of the abstract submitted, with priority given to scientists from the countries listed below. Travel grants may be awarded to participants from anywhere only after qualified applicants from priority countries have been considered. All applicants have to justify the reasons for applying for a travel grant. A maximum of €500 per travel grant is recommended. At the organiser's discretion, the amount of the travel grant can be lowered to benefit more participants.

Priority should be given to participants of any nationality working in laboratories in:

Croatia, Czech Republic, Estonia, Greece, Hungary, Italy, Malta, Lithuania, Poland, Portugal, Slovakia, Slovenia, Spain and Turkey as well as from lower income economies.

An additional €3,000 is allocated to travel grants and registration fee waivers **exclusively** for participants of any nationality working in laboratories in [Chile, India, Singapore and Taiwan](#) (i.e. €2,000 for travel grants and €1,000 for registration fee waivers). A maximum of €1,000 per travel grant is recommended. At the organiser's discretion, the amount of the travel grant can be lowered to benefit more participants.

**b)** For events outside Europe (B, C and D - see list on first page), EMBO provides €1,500 in travel grants (organisers may allocate additional funds received from sponsors). The EMBO travel grants shall be allocated by the organisers on the basis of the quality of the abstract submitted. All applicants have to justify the reasons for applying for a travel grant. A maximum of €500 per travel grant is recommended. At the organiser's discretion, the amount of the travel grant can be lowered to benefit more participants.

An additional €2,000 is allocated to travel grants **exclusively** for participants of any nationality working in laboratories in [EMBC Member States \(A - see list on first page\)](#). A maximum of €1,000 per travel grant is recommended. At the organiser's discretion, the amount of the travel grant can be lowered to benefit more participants.

**c)** Organisers may consider to award fee waivers to applicants from lower income economies.

## Child care grants

Organisers of EMBO events can allocate funds to offset additional child care costs incurred by participants or speakers when participating at any EMBO Practical Course. Up to €1,000 is provided for each event in addition to the core funding awarded. Eligible costs include fees for a caregiver or child-care facility, travel or accommodation costs for a caregiver and for taking the child to the meeting etc. It is recommended to give a maximum of €500 per grant.

## Registration fees

- may be charged up to a maximum of €350/500 (<5 days/>= 5 days) per academic participant, including accommodation;
- should be charged at a minimum of €1,000 for participants from industry (including accommodation);
- should be paid directly to the organiser (or the organiser's nominee) and included as income in the final financial statement (please note that EMBO does not collect registration fee payments, however, fees can be collected via the website set up by EMBO, see appendix).

## Participants

When selecting speakers and participants, organisers are requested to ensure a wide geographical representation and gender balance. At least two-thirds of the participants should be based in [EMBC Member States \(A - see list on first page\)](#), with no more than 25% of participants residing in the country where the course is being held. In the case of courses held outside Europe ([B, C or D - see list on first page](#)), a greater representation of scientists based in the respective continent/country is encouraged. Participants should not be restricted to pre-defined participants (whether this be an EU-network or other defined groups).

It is at the discretion of the organisers to define their own policies on participants using social media (e.g. Twitter) or taking photographs or recordings of presentation slides or posters during the course. Please inform participants of the policies that you would like to adopt via your course website (there is a section on the website made by EMBO) and other communication channels.

## Speakers / Instructors

Please note that speakers at EMBO Courses and Workshops have been contacted (via email or phone) by companies who wrongfully claim to be responsible for hotel and/or travel bookings and request credit card information. Please alert your speakers to this and inform them about the procedures you will use for the organisation of your meeting.

## Advertising & co-funding

The practical course must be entitled "EMBO Practical Course". The (main) title of the practical course may not mention a sponsor's, organisation's or institute's name, other than EMBO. Organisers should also refrain from using excessively long titles and numbers referring to previous meetings.

All materials, including the website and the poster must include the EMBO logo and the [EMBO Practical Course stamp](#) prominently. The EMBO Press logo must be featured with other supporter logos on website and poster.

Sponsors cannot be mentioned in the title of the meeting, but can be acknowledged on the website and the poster. Sponsors who provide €20,000 or more towards the meeting can also be recognized as co-sponsor. The co-sponsor logos can be displayed prominently on the website.

EMBO does not consider funding practical courses when the other co-funder/sponsors insist on the proceedings being published (although publications can arise from EMBO Practical Courses, provided that all contributions are given voluntarily).

All EMBO Practical Courses are advertised on the EMBO poster, EMBO website and social media channels and through selected other print and online media.

Additional advertising is left at the organiser's discretion. It is a strict condition of EMBO funding that any additional publicity, as well as the programme and abstract book, should clearly indicate that the meeting is an EMBO Practical Course, without subtitles relating to previous similar meetings or other organisations.

The scientific programme of your meeting, as submitted at the time of application, was reviewed and approved by the EMBO Course Committee. Responsibility for subsequent changes to the programme, and the organisation and execution of the event, lies exclusively with the event organisers.

Furthermore, EMBO hosts the website, where organisers opt for this, but does not take responsibility for the content provided by the organisers of the meeting. Organisers are responsible for ensuring that all content and images provided by them for the websites comply with German copyright laws. Fines resulting from copyright infringement will be the organiser's responsibility, and will be deducted from the final payment of the awarded EMBO funding.

Organisers shall comply with all applicable laws and regulations, standards and guidelines, including GDPR (see also [Data Protection below](#)), in the advertising of an EMBO funded meeting. Organisers shall also ensure that all processes and procedures used relating to the organisation of the meeting comply with all local laws, regulations, standards and guidelines that apply in the jurisdictions in which the meeting takes place.

## Poster and website

EMBO will create the course website (including an online registration system), design a poster and abstract book cover at no additional charge where organisers opt for this. EMBO hosts the website, but does not take responsibility for the content provided by the organisers of the meeting. Organisers are responsible for ensuring that all content and images provided by them for the websites and posters comply with German copyright laws. Fines resulting from copyright infringement will be the organisers responsibility, and will be deducted from the final payment of the awarded EMBO funding.

For information on various methods of collecting registration fees, please see the appendix. Please note that EMBO does not offer these services and does not handle registration fee payments, but only provides information that may be useful to organisers.

Please note that EMBO does not print or mail the posters or abstract books designed for your practical course.

Organisers who make their own websites and posters have to adhere to the following:

- "EMBO Practical Course" has to be mentioned prominently on the website and poster;
- The EMBO logo has to be prominently displayed. Logos from other organisations have to be clearly secondary;
- The EMBO Press logo has to be displayed on poster and website together with those of other supporters of the meeting.

Full details will be supplied to organisers shortly after acceptance of the funding conditions has been confirmed.

## Reducing CO<sub>2</sub> footprint of the course

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 or workshop 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 800km 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 total).

**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 course website and to print only a minimum number of hardcopies, if necessary. Via the EMBO provided meeting website 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 inform us of your needs.

## Participant feedback

If EMBO creates and hosts the website for a practical course, feedback from all participants is automatically collected after the meeting. Participants who filled out the questionnaire automatically receive their certificate of attendance via email. Organisers will have access to the anonymised feedback forms.

Should you be using your own registration system, EMBO will request a complete list of participants, including speakers. They will be contacted by EMBO with the request to fill out the feedback questionnaire. Organisers will have access to the anonymised feedback forms.



## Data protection

As the majority of EMBO Courses and Workshops take place in Europe or include speakers and attendees from Europe, you have agreed to comply with the European General Data Protection Regulation ([GDPR](#)). Under the GDPR, you hold the position of “data controller”, meaning that you are the decision-makers regarding the personal data that is collected and processed for the organisation of your event. As a data controller, you must familiarize yourselves with the GDPR and your obligations to your data subjects. Specifically, you must agree only to collect personal information that is necessary for organising your meeting and ensure that the people whose information is collected are aware of the ways in which it will be used. Any person whose personal information (including names, email address, institutional addresses etc.) is to be used in the promotion of the meeting must explicitly agree to their information being used in this way. You must also ensure that subjects are aware of their [rights under the GDPR](#), including the right to be made aware of the data you hold about them and to correct, erase or receive a copy of these data.

If you are not using the websites or registrations platforms provided by EMBO, it is your responsibility to ensure that the participants are made aware of their rights.

An appropriate disclaimer informing users of their rights under the GDPR will be included in all online registration systems supplied by EMBO.

If you are planning to contact event participants after your course, you must obtain their active consent during the event (e.g. through a sign-up list). Please be aware that under the GDPR, you have an obligation to document that they have given this consent, so please keep the corresponding documentation.

## Final documentation

- A short report (1–2 pages) about the practical course, including a short scientific overview, participants' reaction to the location and organisation, and any other relevant comments, to be submitted online.
- Final financial statement, which should include all income and expenditure for the course. Please note that the organiser must retain receipts for ten years after the course, for auditing purposes.
- Total number of applicants, and the number, gender, nationality and country of residence of academia & industry participants, and of instructors and speakers.
- Programme and/or abstract book (preferably electronic).
- If applicable: List of travel grant, child care grant and registration fee waiver awardees (including name, institute, nationality (if known), country of residence and amount awarded for travel and child care grants. Please note that the organiser must retain receipts for ten years after the practical course, for auditing purposes.

**All above documentation must be submitted to EMBO within three months following the end date of the practical course. Failure to do so will result in the final payment being forfeited.**

## 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 Practical 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.
- 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.

## Appendix

### Registration fee collection

This brief overview is intended to provide information on the possible avenues for setting up a payment system for your EMBO funded event.

Please note:

- EMBO does not recommend or guarantee the services of any of these providers.
- EMBO does not offer to set up or provide support in the use of these services—questions about the platform and how to work with it should be directed to the support services of the respective providers.
- Some services charge a commission for the transaction of each payment. You should check the amount of the fee and consider whether to adjust your pricing accordingly.

Payment module via EMBO supplier	Online transactions (PayPal, Stripe, WorldPay etc.)	Bank transfer
Can be used with a standard checking account	Requires that you have a business bank account	Requires that you have a business bank account
The registration system matches the payments to the participants.	Payments and participant registration have to be manually matched.	Payments and participant registration have to be manually matched.
Credit card payments are possible.	Credit card payments are possible.	Credit card payments are NOT possible.
Included with the EMBO website, but not set up by EMBO.	PayPal and other online payment services generally charge a commission for each transaction.	There may be additional charges for international transfers.
For set up and support, please contact: <a href="mailto:m.mandl@conference-service.com">m.mandl@conference-service.com</a>	For support, please contact your service provider. For a brief tutorial on how to use PayPal for online payments, please see <a href="#">here</a> .	For support, please contact your bank.

#### **IMPORTANT**

**Please note that your chosen payment provider may not be available in all countries and may not accept all credit cards, debit cards, or payment methods. EMBO cannot help with any problems relating to the platform you use.**

**Please also note that only the payment module via the EMBO supplier will allow for matching the payments with the registrants' data. For all other methods of accepting registration fees, you will need to manually match the payments with the registrant's data.**