**Please do not reformat the form. Additionally, do not edit the footer.**

**COURSE TITLE:**

**SCIENTIFIC PROGRAMME**

*Please carefully read the* [*guidelines*](https://www.embo.org/documents/courses_and_workshops/EMBO_PC_application_guidelines.pdf) *including the selection criteria before preparing your application.*

**TOPIC**

*Describe recent developments in the field and how the practical course would contribute to the advancement of that field. For repeat EMBO Practical Courses, please state why the meeting should be repeated (200 words).*

**SIMILAR COURSES**

*Mention any courses on the same theme held in the past year or scheduled for next year and clearly indicate how the theme of your event will differ. Please consider any overlap with other EMBO Practical Courses, or those organized by CSHL, EMBL etc. (200 words).*

**IMPROVEMENTS** **(if applicable)**

*Feedback from previous EMBO-funded course in this series. Describe any improvements or changes you propose to implement based on the experience of, and feedback from, the previous course(s) (200 words).*

**RESUBMISSION (if applicable)**

*Please click the appropriate box.*

[ ]  Yes

[ ]  No

*If yes, provide the ID number of the previous course and the main aspects of the proposal which have been changed since the last submission.*

**COURSES TAKING PLACE OUTSIDE EUROPE** **(if applicable)**

*Shortly describe how you will attract participants from your country and continent in order to promote cross continental interaction (max 200 words).*

**SPEAKERS/INSTRUCTORS**

*Please review the example provided in the* [*application guidelines*](https://www.embo.org/documents/courses_and_workshops/EMBO_PC_application_guidelines.pdf) *when completing this section.* ***Please list the speakers in alphabetical order (i.e., by Last Name).*** *(Right click on the last cell of the table to insert more rows if necessary).*

*Status: C=Confirmed, W=Woman, M=Man, NB=Nan-binary, E= Early-stage researcher (up to 7 years of independence), O=Overseas (for overseas speaker i.e., depending on location of meeting. For meetings held in* [*EMBC Member States*](https://embc.embo.org/members-and-partners/embc-member-states/)*, add O for speakers based outside Europe and Israel. For meetings held outside EMBC Member States, add O for speakers not based in the host continent), R=Repeat speaker*

Please do not change the format.

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| --- | --- | --- | --- |
| No. | Name and Affiliation.Include a link to the lab’s home page. (Please ensure that the link provided is active. You will not be able to edit after the deadline) | Status (C, W, M, NB, E, O, R) | Describe the expertise that is relevant to their contribution to the course. Please provide a reference and a link to a relevant publication. |
| 1. |       |       |       |
| 2. |       |       |       |
| 3.  |       |       |       |
| 4. |       |       |       |
| 5. |       |       |       |

**TUTORS/TRAINERS/INSTRUCTORS**

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

|  |  |
| --- | --- |
| Name and Affiliation | List the practical sessions that they will be guiding |
|       |       |
|       |       |
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**PRACTICAL WORK**

*Please describe the practical work. Give details of the practical/experimental work to be undertaken, describe the available laboratory facilities and the 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). Please refer to the guidelines for an example.*

**PROGRAMME**

*Please review the example provided in the* [*application guidelines*](https://www.embo.org/documents/courses_and_workshops/EMBO_PC_application_guidelines.pdf) *when completing this section. Please ensure that the programme is legible by adding empty lines between days. Add in a few words what the invited speakers will contribute to that session, final titles are not expected at such an early stage****. Also list the networking activities and responsible conduct of research training in the programme.*** *(Right click on the last cell of the table to insert more rows if necessary.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Day | Time | Programme category (e.g., talk, break, keynote lecture etc.) | Speaker/Instructor/Tutors/Teaching Assistants/Contributions and topic of talk or session |
|       |       |  |       |
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**RESPONSIBLE CONDUCT OF RESEARCH**

*EMBO considers education in responsible conduct of research as an integral part of researchers’ training. Organizers of EMBO Practical Courses are requested to dedicate an appropriate 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). Please describe how you will address the issues above during the course.*

**NETWORKING ACTIVITIES**

**POSTER SESSIONS**

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

*Please click the appropriate box.*

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

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

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

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

**NETWORKING**

*Organizers are expected to facilitate networking through dedicated activities during the meeting. Please click the appropriate box.* ***Please include the networking activities in the programme****.*

[ ]  Poster session(s)

[ ]  Flash talks

[ ]  Talks selected from abstracts

[ ]  Speed networking session

[ ]  Discussion session(s)

[ ]  Meet-the-speaker sessions

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

[ ]  Joint meals

[ ]  Excursion/joint activities

**Please describe how discussion and interaction between participants will be stimulated.**

*The committee welcomes creative ideas regarding the facilitation/promotion of networking. Please describe and add other networking activities if applicable. If your meeting is being held in a country where not many scientific meetings are taking place, you may want to consider organizing satellite workshops/lectures that are open to the scientific community (max. 400 words).*

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

**PARTICIPANTS**

**Maximum number of participants excluding speakers:**

**Percentage of participants who are based in the country in which the meeting is taking place:**

**Participant selection criteria:**

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

**Who will make the selection:**

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

**Number of abstracts selected for oral presentation:**

**Duration of these presentations:**

**ORGANIZERS**

**ORGANIZING COMMITTEE**

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

**Main Organizer:**

**Co-organizers:**

**MEETING ORGANIZING EXPERIENCE**

*Please restrict to relevant experience (max. 3 comparable events) for each of the organizers (200 words).*

**LOCATION**

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

*Please click the appropriate box.*

[ ]  Free internet access

[ ]  Accommodation on site

[ ]  Everyone housed together

[ ]  This is a virtual meeting

*If everyone is not housed together, describe where participants and speakers will be housed and how they are expected to commute to the venue. Please note that EMBO prefers all to be housed together, if possible (max. 200 words).*

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

**Encouraging Sustainable Meetings**

*Points are awarded to meetings that implement sustainability measures. 30 points or more qualifies for the highest level (very high sustainability), 24-29 points qualifies for level 2 (high sustainability) and 18-23 qualifies for level 1 (moderate sustainability). More information can also be found in the* [*application guidelines*](https://www.embo.org/documents/courses_and_workshops/EMBO_PC_application_guidelines.pdf)*.*

|  |  |
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|  | your points |
| VENUE |  |
| Choose a certified environmentally friendly venue e.g., EU Ecolabel, Green key *(5 points)* |       |
| Choose a venue that takes energy efficiency measures, but is not (yet) certified *(4 points)* |       |
| Choose a centrally located venue with good public transport connections and close to major transport hubs *(4 points)* |       |
| Use only plastic-free badges *(2 points)* |       |
|  |  |
| VIrtual or hybrid participation |  |
| Enable some participants to attend the meeting virtually, thus increasing participation at an overall lower environmental impact *(3 points)* |       |
| Organize a session or panel discussion on sustainability in science at your meeting *(3 points)* |       |
|   |  |
| CATERING  |  |
| Serve only vegetarian food throughout the meeting *(3 points)* |  |
| Serve only vegetarian food on at least one day of the meeting *(1 point)* |       |
| Serving locally sourced food *(1 point)* |       |
| No bottled water, opt for water fountains/tap water in jugs *(1 point)* |       |
| No single-use wares such as disposable cutlery, cups, plastic bottles or cans *(1 point)* |       |
|    |  |
| TRAVEL  |  |
| Require at least 4 speakers/organizers travelling within Europe to travel by train *(3 points)* |       |
| 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 points for 1, 3 points for 2)* |       |
| Offer a discount on registration fees for participants traveling by train, or otherwise incentivize train travel with rewards. 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 points)* |       |
|  |  |
| CO2 OFFSETTING |  |
|  Offset the CO2 footprint of your meeting by donating to off-set projects\* *(1 points)* |       |
| Innovative ideas to offset the CO2 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 points)* |       |
|  |  |
|  |  |
| YOUR TOTAL POINTS: |        |

\* EMBO funding cannot be used towards offsetting CO2 footprint. External sources of funding should be explored for this.

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

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