



EMBO Courses & Workshops Programme

Application guidelines

Workshops
Global Lecture 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

EMBO Course Committee Fall 2020

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Application guidelines for organisers of EMBO Workshops and EMBO Global Lecture Courses .

Applications to organise an EMBO Workshop or an EMBO Global Lecture 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.

Applications to organise a lecture course in EMBC Member States (A – see list on first page) are only possible via an EMBO - FEBS Lecture Course. Applications have to be submitted via the FEBS application system (<http://www.febs.org/our-activities/advanced-courses/guidelines/>).

Should you have questions regarding your application, please contact courses_workshops@embo.org.

Eligibility

Applications must meet the following criteria to be accepted:

- Applications for workshops and lecture 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, workshops and lecture 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
- Global Lecture Courses can only take place outside Europe (B, C or D - see list on first page).
- If you wish to organise a meeting in a country that is not listed, please contact the EMBO office.

Please note: For repeating lecture courses and workshops a new application is required for each individual meeting.

Application process

Applications to organise an EMBO Workshop or EMBO Global Lecture 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 workshop or lecture 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 meeting
- 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
- 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 meeting on the proposed topic

- Information on any competing or similar meetings held in the past, current, or following year
- Improvements that you have made based on feedback from previous meetings (if applicable)
- The list of speakers
- The draft programme
- A description of the networking activities
- Selection criteria for participation and number of participants
- Information on organisers
- A short description of the location
- A listing of measures you plan to take to reduce the CO₂ 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

EMBO funds EMBO Workshops and EMBO Global Lecture Courses. Lecture courses in EMBO Member States (A – see list on first page) are only supported in conjunction with FEBS as a EMBO - FEBS Lecture Course (application forms can be found on the FEBS website: <https://courses.febs.org/login>).

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

The (main) title of the workshop or lecture 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 Workshops

EMBO Workshops are meetings that cover different and evolving aspects of life science related subject areas and bring scientists together to present and discuss their latest findings. Workshops may alternate with corresponding meetings held outside of Europe, facilitating interactions between scientists based in Europe and beyond. Workshops can be repeated.

Workshops should have between 80 to 450 participants and last a minimum of 2.5 days.

Applications for workshops in emerging areas of molecular biology will receive priority.

EMBO Global Lecture Courses

EMBO Global Lecture Courses can only be organised in eligible countries or territories outside Europe (B, C and D – see list on first page). Please contact EMBO Global Activities (global@embo.org) should you be interested in organizing a lecture course elsewhere. The Lecture Courses are aimed at teaching participants, primarily PhD students and postdoctoral researchers, providing them with background in relevant and timely scientific topics.

EMBO Global Lecture Courses can last between 3 and 10 days and include up to 120 participants. They should provide sufficient time for discussion groups, poster sessions and journal clubs. Underlying concepts of a particular field should be made accessible to participants with varying scientific background.

ABSTRACT, KEYWORDS, TOPIC

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

Describe the meeting 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 meeting on the proposed **topic** in the near future (max. 200 words), describing recent developments in the field and how the meeting would contribute to the advancement of the research field. For repeating EMBO Courses and Workshops, please state why the meeting should be repeated, i.e. what are the new developments in the field that would justify a repeat at this stage.

Similar meetings

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

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

For meetings 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).

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

Also, please list the names of the organisers of the three previously EMBO funded meetings in case of a repeating meeting.

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

Organisers are expected to apply with a complete programme and a confirmed list of speakers, rather than a wish list. If speakers are unconfirmed, there is only a minimal chance of the proposal being accepted.

- 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.
- It is expected that at least 50% of the speakers are different between subsequent events in a repeating workshop series.
- EMBO supports the career progression of young scientists. The invitation of early stage researchers, here defined as maximally 5 years experience as PI, will be viewed positively by the committee.

Please list the speakers in the following format:

1. First Name Last Name, Institute, City, Country,
2. Add a link to the home page of the speaker's research group
3. 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)

4. Add title and link to a relevant publication that led to the speaker's invitation.

Please see example below:

No.	Name and affiliation. Include link to lab home page	Status (C,F,E, O,R)	List the most recent publication that is relevant to their contribution to the meeting (include title and pub med link).
1.	Jane Doe (Institute, City, Country) https://www.XY.JaneDoeLab/uxy.xy/	C, F	Jane Doe et al, EMBO J, 2020; Ras signaling in melanoma; pubmed link
2.	John Bloggs (Institute, City, Country) https://www.XY.JohnBloggsLab/uxy.xy	C, O	John Bloggs et al, Molecular Systems Biology, 2019; The systems biology of cancer stroma; pubmed link
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.

PROGRAMME

Introductory paragraph

Please give a one-paragraph introduction, explaining the logic behind the order of the sessions. In the draft programme, please note in a few words what the invited speakers will contribute to that session. Final talk titles are not expected at such an early stage.

Draft Programme

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

Day	Time	Programme category (e.g. talk, break, keynote lecture etc.)	Speaker name and topic of talk
Day 1			
	12:00	OPENING	
	12:15 – 13:15	KEYNOTE	John Bloggs on cancer stroma
	13:15 – 13:45	BREAK	
	13:45 – 15:30	SESSION	Signalling networks in cancer I
	13:45 – 14:15	TALK	Jane Doe: Ras signalling in melanoma

		
	15:30 – 17:00	POSTERS	All posters

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 meeting, 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

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. At least two poster sessions, each of at least 90 minutes duration, are expected for a meeting with more than 150 participants.

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 will be stimulated (max. 400 words).

PARTICIPANTS

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

- Greater than 80 (up to 450) participants for an EMBO Workshop
- Up to 120 participants for an EMBO Global Lecture Course

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, session chairs etc.). State their names and role at the meeting.

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.

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.

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 or workshops (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.

It is expected that the organizing committee rotate for repeat EMBO Workshops, with no one scientific organiser involved with organizing more than three consecutive workshops.

Please note that the committee has rejected applications for workshops that do not adhere to the organiser rotation requirement.

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.

PROPOSED LOCATION

Provide the address of the proposed location and 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 (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 CO₂ FOOTPRINT OF THE MEETING

EMBO would like to promote the reduction in CO₂ 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 CO₂ 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.

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 CO₂ 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 workshop 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 workshop website.

Voluntary CO₂ compensations: Organisers may consider collecting voluntary CO₂ 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.

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 workshop;
- 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 workshop 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 allowed for EMBO Workshops is:

- €550, excluding accommodation
- Participants from industry should be charged a minimum of €700

The maximum registration fee for an EMBO Global Lecture 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 workshops and lecture 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? (please note: EMBO does support repeats of meetings that have been successfully held and were supported by EMBO or otherwise).
- 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 represent the leaders in the field?

- Is there a minimum of 30% female speakers invited (accepted)?
- Will some of the speakers be selected from the submitted abstracts, such as to give junior researchers and others a chance to present their results?
- Is there a good representation of geographical areas in the speakers 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 session, flash talks, discussion rounds?

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

- The website and poster of the Course or Workshop 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.