

# Application guidelines

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**Application deadlines:**

1 March and 1 July annually

<b>EMBC/EMBO Partners:</b>		
<b>A</b>	<b>Member States</b>	Austria, Belgium, 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
<b>C</b>	<b>EMBO   The Company of Biologists (COB)</b>	Argentina, Brazil, Canada, China, Japan, Mexico, Republic of Korea

**EMBO subject areas**

Cell Cycle, Cell & Tissue Architecture, Cellular Metabolism, Chromatin & Transcription, Development, Differentiation & Death, Evolution & Ecology, Genome Stability & Dynamics, Genomic & Computational Biology, Immunology, Membranes & Transport, Microbiology, Virology & Pathogens, Molecular Medicine, Neuroscience, Plant Biology, Proteins & Biochemistry, RNA, Signal Transduction, Structural Biology & Biophysics, Systems Biology

**Contact:** [courses\\_workshops@embo.org](mailto:courses_workshops@embo.org)

**EMBO Course Committee Spring 2025**

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# 1. Application guidelines for organizers of EMBO Workshops

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Applications to organize an EMBO Workshop 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

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**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:

- The topic covered in the event must be within 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 meeting.
- While organizers can be based anywhere, workshops must take place in one of the following:
  - A. An EMBC Member State
  - B. Chile, India, Singapore, Taiwan
  - C. A country eligible for co-funding by EMBO and The Company of Biologists (see list on [page 3](#)).
- At least 90% of the invited speakers must be confirmed at the time of submitting the application.

- At least 40% of the speakers must be of the underrepresented genders.
- For repeat workshops: no more than 30% of speakers may be invited again to a subsequent event.

**For repeating workshops:** a new application is required for each individual event. Please remember to download the latest offline application form.

For resubmissions: A new application is required. Please note that there will be a new offline application form every year that must be used.

## 3. Application process

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Applications to organize an EMBO Workshop must be submitted online.

First call opening	1 December 2024
First deadline for application	1 March 2025, 12:00 noon CET
Committee meeting	April 2025
Results announced to applicants	May 2025
Second call opening	1 May 2025
Second deadline for application	1 July 2025, 12:00 noon CEST
Committee meeting	September 2025
Results announced to applicants	Early October 2025

**Applications to fund events in the same calendar year will not be considered.**

Applications can only be for the following calendar year e.g., applications received in 2025 are only accepted for an event taking place in 2026.

Organizers are advised to apply as early as possible in the calendar year before the proposed date of the workshop to ensure sufficient time for the proper advertising and promotion of the meeting if the application is accepted for funding.

# 4. Application forms

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The application must be submitted [online](#), and consists of an online and an offline form (MS Word format).

In the [online form](#), you will be asked to provide:

- Proposed title of the meeting
- Proposed date and location of the meeting
- Format of the meeting i.e., in-person only, virtual only, or hybrid
- A list of the organizers, specifying their role, e.g., main organizer, co-organizer, administrative or financial contact. Please note that there can only be one main organizer.
- An estimate of the expected number of participants
- Information on speakers
- An abstract describing the main themes and objectives of the meeting (max. 200 words)
- Subject areas and keywords
- A draft budget

In the [offline form](#) (MS Word format) 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
- The list of speakers
- For Workshops: the ratio of invited speakers and speakers selected from abstracts
- The draft programme
- A description of the networking activities
- For hybrid meetings: a short description of the virtual component
- Selection criteria for participation and expected number of participants
- A list of the scientific organizers, a link to their respective home pages, and their previous meeting organizing experience. Please check that the links shared are correct and functional before submitting the form.
- A short description of the location
- A listing of measures you plan to take to reduce the environmental impact of the meeting.
- For repeat workshops: improvements that you have made based on feedback from previous meetings (if applicable). Please note that EMBO must have received and approved the reporting documents from the previous meeting before resubmission. The committee usually does not support repeat meetings without the reporting documents for the previous meeting.

This form must be saved in PDF format 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 Workshop (*within EMBC Member States*)
- EMBO Workshop (*in Chile, India, Singapore, Taiwan*)
- EMBO | The Company of Biologists Workshop (*see eligible countries on [page 3](#)*)

**EMBO Workshops and EMBO | COB 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. PhD students and postdoctoral researchers present their results in poster sessions and short talks and have the opportunity to meet and discuss with leaders in their fields.

Workshops may alternate with corresponding meetings held outside of Europe, facilitating interactions between scientists based in Europe and beyond. Workshops can be repeated but repeat funding is subject to competitive review.

The workshops should last between 2.5 and 5 days and have between 80 and 450 participants.

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

### 4.1.1. Proposed title of meeting

The (main) title of the workshop should not mention sponsors', organizations' or institutes' names. Organizers should refrain from using excessively long titles and should not mention numbers referring to previous meetings.

The description of the workshop should detail which organisms/systems are being covered.

### 4.1.2. Meeting format and location

Please indicate the proposed format and location of your meeting by selecting the format and entering the venue details on where the meeting will be held or run from (for virtual meetings).

The meeting format can be either:

- In-person meeting
- Virtual meeting or
- Hybrid meeting

### 4.1.3. 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 encourages organizers to experiment with hybrid meeting formats and will offer €10,000 on top of the core funding to assist with the additional costs incurred. The funds can go towards paying for a virtual platform, technical/AV support, rental of technical equipment, as well as additional administrative support that organizers might need to set up the virtual component.

Please see [Hybrid Conferences](#) for a summary of options and points to consider.

In the offline form, please describe what you plan to offer to virtual participants (e.g., access to the talks and possibly other activities). It is understood that the final format may differ from the description offered in the form.

The costs associated with the delivery of the virtual part should be included in the final financial reports to be submitted to EMBO. Please note that EMBO funding cannot be used to purchase technical equipment associated with running the meeting.

### 4.1.4. Virtual format

EMBO funds virtual meetings. Organizers may use an online platform or event management tool of their choice. Please note that EMBO does not take responsibility for nor endorse 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 meeting.

The costs associated with the delivery of the virtual meeting should be reported in the financial statement to be submitted to EMBO.

Please note that EMBO funding cannot be used to purchase technical equipment associated with running the meeting.

Please see [Hybrid Conferences](#) for a summary of options and points to consider.

## 4.2. 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 [page 3](#)).

Describe the reasons for holding a meeting on the proposed **topic** (max. 200 words), describing recent developments in the field and how the meeting would contribute to the advancement of the 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 topic 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 organized 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).

### Please include the ID number of the previous EMBO funded meeting.

Note that the committee receives feedback from the previous meeting(s) and takes this into account when evaluating a resubmission.

Also, please list the names of the organizers of up to three previous EMBO-funded workshops in case of a repeating workshop. Note that organizers are expected to rotate, **with no one scientific organizer involved with organizing more than three consecutive workshops**.

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

## 4.3. Speakers

Organizers are expected to apply with a list of at least 90% confirmed invited speakers. If speakers are not confirmed, the application is ineligible for review.

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

Please consider the following:

<b>Number</b>	There should be enough speakers to cover the topic in sufficient depth but without making the programme overly dense.
<b>Expertise</b>	The speakers should be qualified experts in their area. The organizers should carefully survey the field they wish to cover and ensure they capture its diversity rather than focus on a small number of established scientists.

<b>Speakers selected from abstracts</b>	Some speakers should be selected from abstract submissions, prioritizing junior researchers (students and postdocs). Please also consider gender balance and geographical diversity when selecting speakers from abstracts submissions. The balance between invited speakers and selected speakers is an important selection criterion. We strongly recommend that the number of selected talks is no less than ~ 50% of the number of invited talks e.g. for 10 invited speakers no less than 5 selected talks. If the number of selected talks is lower than 50% of the invited talks, please include an explanation so that the committee can evaluate if it is justified. Flash talks are not counted in the selected speakers.
<b>Career level</b>	EMBO supports the career progression of young scientists. The list of speakers should balance early-career (maximally 7 years of independence) and established investigators/group leaders. Applications with higher proportions of early-career researchers will be viewed positively by the committee.
<b>Gender distribution</b>	At least 40% of the speakers must be of the underrepresented genders. If the percentage is lower than 40%, the application is ineligible.
<b>Geographical diversity:</b>	
<b>Meetings held in EMBC Member States (A – see list on <a href="#">page 3</a>)</b>	At least 50% of the invited speakers should be working <u>across a variety of European countries</u> . The inclusion of speakers from Asia-Pacific, Africa and South America is strongly encouraged. The diversity of the speaker list (both within and outside Europe) is an important selection criterion.
<b>Meetings taking place in Argentina, Brazil, Canada, Chile, China, India, Japan, Mexico, Republic of Korea, Singapore, or Taiwan</b>	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.
<b>Repeat speakers (<i>only if it is a repeat EMBO event</i>)</b>	No more than 30% of speakers may be invited again to a subsequent event in a repeating workshop. Speaker turnover between different editions is an important selection criterion.

While EMBO specifies targets for gender and geographic participation to promote inclusivity and diversity in EMBO Courses and Workshops, we ask 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.

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

1. First Name Last Name, Institute, City, Country. Please list in alphabetical order, i.e., by Last Name.
2. Add a link to the home page of the speakers' research group
3. Please add:
  - C (for confirmed),
  - W (for woman),
  - M (for man),
  - NB (non-binary),
  - 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 Europe and Israel. For meetings held outside EMBC Member States, add O for speakers not based in the host continent),
  - E (for early-stage researchers, up to 7 years of independence)
4. Add title and link to a relevant publication that led to the speaker's invitation.

Please do not change the format.

Please see example below:

No.	Name and affiliation. Include link to lab home page ( <b>ensure that the links to the speaker home page are active.</b> )	Status (C, W, M, NB, R, O, RE)	List the most recent publication that is relevant to their contribution to the meeting (include title and PubMed link).
1.	John Bloggs (Institute, City, Country) <a href="https://www.XY.JohnBloggsLab/uxy.xy">https://www.XY.JohnBloggsLab/uxy.xy</a>	C, O	John Bloggs et al, Molecular Systems Biology, 2019; The systems biology of cancer stroma; PubMed link
2.	Jane Doe (Institute, City, Country) <a href="https://www.XY.JaneDoeLab/uxy.xy">https://www.XY.JaneDoeLab/uxy.xy</a>	C, W	Jane Doe et al, EMBO J, 2020; Ras signaling in melanoma; PubMed link
3.			

You will be requested to provide the number of **invited** speakers in each category in the online form, the percentages will be calculated automatically. Check that the numbers you provide are accurate i.e., they correspond with what is listed in the offline form.

## 4.4. Programme

### Introductory paragraph

Please include a one-paragraph introduction, explaining the logic behind the order of the sessions.

## Draft Programme

The programme should be sufficiently detailed, listing session themes and speakers, and including time for questions, discussions, and networking. It should have the appropriate duration for the size and focus of the meeting, and the time allocated to talks and Q&A sessions should be appropriate.

In the draft programme, please note in a few words what the invited speakers will contribute to the related session. Final talk titles are not expected at this stage.

Please indicate the number and duration of short talks and flash talks selected from abstracts

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
<b>Day 1</b>			
	12:00	<b>OPENING</b>	
	12:15 – 13:15	<b>KEYNOTE</b>	John Bloggs on cancer stroma
	13:15 – 13:45	<b>BREAK</b>	
	13:45 – 15:30	<b>SESSION</b>	Signalling networks in cancer I
	13:45 – 14:15	<b>TALK</b>	Jane Doe: Ras signalling in melanoma
	14:15-14:30	<b>Short talk #1</b>	Will be selected from abstracts
	14:30-14:45	<b>Short talk #2</b>	Will be selected from abstracts
	14:45-15:15	<b>Flash talks</b>	5 min each, will be selected from abstracts
	....		
	15:30 – 17:00	<b>POSTERS</b>	All posters

### 4.4.1. Networking activities

EMBO believes that networking is a vital component of every scientific meeting. Organizers are expected to facilitate networking through dedicated activities during the workshop. 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 meeting.

**The networking activities should be listed in the programme.**

If organizing a hybrid meeting, please describe how you will involve the virtual participants in the meeting (max. 400 words).

#### 4.4.2. 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 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)

### 4.5. Participants

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

- Greater than 80 (but up to 450) 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 meetings 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 meetings taking place in Argentina, Brazil, Canada, Chile, China, India, Japan, Mexico, Republic of Korea, 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 meeting taking place in a country outside Europe. 75% of the participants should be based in the continent where the meeting takes place.
- EMBO is committed to gender diversity in all activities, so please ensure that this is the case in the proposed event (minimum 40% for the underrepresented genders).
- Organizers are asked 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.

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 the criteria that 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, etc.).

Please also state the number of participants who will be selected for oral presentations (short talks and flash talks) and specify the duration of their presentations.

You may want to consider organizing satellite meetings that are open to the local scientific community. You can apply for additional funding of up to €2,000 by contacting [courses\\_workshops@embo.org](mailto:courses_workshops@embo.org)

### 4.5.1. Travel, childcare and accessibility grants

Organizers receive an additional €7,500 for their events to cover the following support for participants (please note that you do not need to include this in your requested amount to EMBO as it will be automatically added):

Type of grant	Amount allocated	Available for registered participants working in laboratories in	Explanatory notes
<b>Travel grants and registration fee waivers</b>	€2,500	All countries	Applicants should specify their needs in the registration form. Maximally €500 per participant can be allocated.
<b>Childcare grants</b>	€1,000	All countries	To cover additional childcare costs incurred by participants or speakers when participating at any EMBO-funded 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.
<b>Special travel grants &amp; registration fee waivers</b>	€3,000	Chile, India, Singapore, and Taiwan	Exclusively for participants of any nationality working in laboratories in Chile, India, Singapore, and 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.
<b>Accessibility Grants</b>	€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 event, or by emailing the organizers directly. Maximally €500 per participant can be allocated.

Please note that the budget allocated to each category is not transferable.

## 4.6. Organizers

There can be only one main organizer, and the number of co-organizers should not exceed four (4). Please list for each organizer their respective experience in organizing workshops (please restrict to the last three relevant events).

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

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 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.

Please note that organizers are expected to rotate, **with no one scientific organizer involved with organizing more than three consecutive workshops.**

## 4.7. Location

Provide the address of the proposed location and a short description of the venue (e.g., capacity, 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.

## 4.8. 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:

For in-person meetings	<ul style="list-style-type: none"> <li>- Economy travel, accommodation, and subsistence costs of the speakers</li> <li>- On-site catering for the meeting</li> <li>- Administration costs up to €4,000</li> <li>- Room hire, audio-visual, and IT facilities essential for the meeting</li> <li>- Social activity (e.g., excursions) costs up to €3,000</li> </ul>
For virtual meetings	<ul style="list-style-type: none"> <li>- Rental of online platform to run a virtual meeting</li> <li>- Administrative costs up to €8,000</li> <li>- Room hire, audio-visual, and IT facilities rental essential for the meeting</li> </ul>
For hybrid meetings ( <i>An additional grant of €10,000 will be provided</i> )	<ul style="list-style-type: none"> <li>- Rental of a virtual platform to host the virtual part of the meeting</li> <li>- Rental of additional AV equipment and personnel costs</li> <li>- Additional administration costs up to €8,000.</li> </ul>

EMBO funds do not cover overheads or purchase of equipment or gifts for speakers and participants, honoraria and dinners/meals exclusively organized for the speakers.

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.

## Income

### *Registration fees*

The maximum registration fee allowed for EMBO Workshops is:

- €605 for academic participants, excluding accommodation.
- €385 for Postdocs and PhD students, excluding accommodation.
- Participants from industry should be charged a minimum of €770.

### *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 meeting is organized as a hybrid event, an additional €10,000 will be allocated to your event if funded. You do not have to request these additional funds in your application.**

An additional €7,500 will automatically be allocated to fund travel grants, registration fee waivers, childcare grants, and accessibility grants to participants.

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

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**

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- All incoming applications are screened by the EMBO 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 are 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. **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 your application being excluded from the review process.

## **6. Selection criteria**

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The [EMBO Course Committee](#) is looking to fund workshops that cover the latest developments and gather the best international experts.

Applications should be as complete as possible, and the proposed workshop should not overlap with other meetings in the same year.

The committee will pay special attention to the following aspects:

#### A. TOPIC

<b>Originality</b>	The topic should not overlap with other meetings in the same year.
<b>Unique focus</b>	If the topic overlaps with an on-going series of events funded by EMBO, or other organizations (GRC, CSH, FASEB, Keystone, EMBL, etc.), the unique focus of the proposed meeting should be clearly indicated.
<b>Relevance</b>	Significant new developments in a field should be addressed.
<b>Breadth</b>	The topic should be covered in sufficient depth and breadth.

#### B. PROGRAMME

<b>Clear structure</b>	The programme should be sufficiently detailed, listing session themes and speakers, and allowing time for questions, discussions, and networking.
<b>Appropriate duration</b>	The programme should have the appropriate duration for the size and focus of the meeting.
<b>Talk duration</b>	The time allocated to talks and Q&A should be appropriate. Overly long talks (ie. >30 min including Q&A, with the exception of the keynote) should be avoided.
<b>Previous feedback (only for repeat EMBO events)</b>	If the application is for a repeat of a previously EMBO-funded workshop, the committee will consider the feedback received from the previous workshop. Therefore, relevant issues raised by participants, especially negative comments, should be addressed.

#### C. SPEAKERS

<b>Number</b>	There should be enough invited speakers to cover the topic in sufficient depth but without making the programme overly dense.
<b>Expertise</b>	The speakers should be qualified experts in their area. The organizers should carefully survey the field they wish to cover and ensure they capture its diversity rather than focus on a small number of established scientists.
<b>Speakers selected from abstracts</b>	Some speakers should be selected from abstract submissions, prioritizing junior researchers (students and postdocs. Gender balance and geographical diversity when selecting speakers from abstracts submissions should also be considered. The balance between invited speakers and selected speakers is an important selection criterion. We strongly recommend that the number of selected talks is no less than ~ 50% of the number of invited talks e.g. for 10 invited speakers no less than 5 selected talks. If the number of selected talks is lower than 50% of the invited talks, please include an explanation so

	that the committee can evaluate if it is justified. Flash talks are not counted in the selected speakers.
<b>Status</b>	At least 90% of the invited speakers must be confirmed.
<b>Career level</b>	The list of speakers should balance early-stage (maximum 7 years of independence) and established investigators/group leaders. Applications with higher proportions of early-stage researchers will be viewed positively by the committee.
<b>Gender distribution</b>	At least 40% of the speakers should be of the underrepresented gender. A lower proportion must be justified. This is checked by the office.
<b>Geographical diversity</b>	Meetings held in EMBC Member States (A – see list on <a href="#">page 3</a> ), should have a minimum of 50% of the invited speakers based in EMBC Member States (A) or in Chile, India, Singapore, Taiwan (B) (see list on <a href="#">page 3</a> ). Significant bias for certain states should be avoided.  Meetings held outside Europe (B and C – see list on <a href="#">page 3</a> ) should have a minimum of 33% speakers based in Europe. The inclusion of speakers from a broad range of European countries and Asia-Pacific, Africa and South America is strongly encouraged and forms an important part of the selection process.
<b>Repeat speakers (only if it is a repeat EMBO event)</b>	No more than 30% of the speakers should have spoken at the previous event. Speaker turnover between different editions is an important selection criterion.

#### D. NETWORKING

<b>Networking opportunities</b>	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.
<b>Common meals</b>	Meals should be organized for all participants in order to encourage interaction. EMBO will not fund a separate "speakers' dinner" during the meeting.
<b>Poster sessions schedule and location</b>	Poster sessions should be held at a time that encourages maximal attendance, ideally not during lunch/dinner or breaks, and should not overlap with other activities.
<b>Poster sessions (number and duration)</b>	Should last for at least 90 minutes. At least two poster sessions should be organized for a meeting with more than 150 participants.

#### E. ORGANIZING COMMITTEE AND MEETING LOCATION

<b>Diversity</b>	Co-organizers should be an international and gender-diverse group of scientists.
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<b>For repeat EMBO Workshops</b>	The same scientific organizers cannot be involved in the organization of more than three consecutive workshops (this rule does not apply for EMBO Lecture Courses, EMBO Practical Courses or EMBO Global Lecture Courses).
<b>Location of the event</b>	The venue should be easy to reach, and it should be suitable for the type of meeting proposed. Participants and speakers should be accommodated in the same location or in a limited number of locations.

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

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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 (see [website](#) for further details). Applicants are asked NOT to include publication-based metrics when listing invited speakers' and co-organizers' publications.

## 8. Additional guidelines for EMBO | The Company of Biologists Workshops

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EMBO | The Company of Biologists Workshops are meetings taking place in countries eligible for co-funding by EMBO and The Company of Biologists (C – see list on [page 3](#)).

- The website and poster of the workshop will be designed by EMBO.
- The organizers 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.
- Organizers 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 organizers to EMBO.
- Organizers 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.

## 9. Confidentiality

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All applications are treated in confidence 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.

## 10. Organizing hybrid conferences

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Conferences in hybrid format allow scientists to participate when they are unable to attend in person. Possible reasons include health-related issues, care obligations, lack of funding, or difficulty to obtain a visa.

One of the goals of EMBO is to stimulate scientific exchange across a broad audience. We therefore encourage the organizers of EMBO Courses and Workshops to opt for a hybrid format. Additional funding of up to 10,000 € is provided for expenses related to a hybrid set-up for e.g., AV support, virtual platform, administrative support, etc.

EMBO works with a third-party conference management service that can provide a virtual meeting platform as well as a mobile app.

Based on feedback from previous organizers of hybrid EMBO meetings, below some suggestions for setting up a hybrid meeting:

- Designate someone as responsible for interacting with the virtual participants
- Invite and support participation of virtual participants in the Q+A session: Appoint an additional session chair to monitor questions from the virtual participants

- Consider selecting virtual participants for short talks
- Enable online networking activities, such as online poster and discussion sessions, or flash talks, amongst virtual participants. These can be hosted via Zoom breakout rooms or other social networking platforms, for e.g., Wonder.me, Gather.Town, SpatialChat, Topia, and others
- Support participation of virtual participants in discussion sessions or other on-site sessions
- Speakers must be informed and asked for consent if talks are recorded
- Recording of the talks helps, virtual participants to deal with the time difference and screen fatigue, they should be available as soon as possible on a dedicated platform or website. Talks should be recorded individually, not as a full session. This will make viewing and excluding talks that are not to be recorded easier
- Advertise activities for virtual participants in the meeting programme.

*Disclaimer: This document is intended to assist organizers set-up virtual meetings and offers mere suggestions and advice. EMBO does not endorse any software or services and does not take any responsibility for third-party services that the organizer may choose to use.*

For more information on how to implement these suggestions, please see the [EMBO Virtual and Hybrid Meeting Organizer Guidelines](#).

# 11. 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	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	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 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
<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.