

EMBO Courses & Workshops Programme

Application guidelines

India | EMBO 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, 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

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About India I EMBO Lecture Courses

The aim of a lecture course is to teach participants, primarily PhD students and postdoctoral researchers. The course should provide participants with background and underlying concepts, thereby making the topic accessible to scientists with diverse scientific background.

An India I EMBO Lecture course should consist of:

- Scientific lectures by experts: preferably the speakers would give a more general overview lecture as well as a more specific research lecture
- Poster sessions and student presentations
- Additional sessions covering e.g.:
 - o Technologies relevant to the research
 - o Journal clubs
 - o Reviewing of manuscripts
 - o Career options
 - o Responsible conduct of research
 - o Where, when and how to apply for post doc positions and fellowships
- If deemed necessary practical training can be included

Organisers are encouraged to consider covering scientific writing, job applications, presentation skills or grant application writing. If additional trainers need to be hired, EMBO and India Alliance funds can be used. Please specify your request in the application.

India I EMBO Lecture Courses have to take place in India and last between three and ten days to provide sufficient time for discussion groups, poster sessions and journal clubs. Scientists can apply for funding to organise an India I EMBO Lecture Course. EMBO contributes a maximum of €33,500 of core funding and the DBT/Wellcome Trust India Alliance (India Alliance) a maximum of INR 5.5 Lakhs (~ €7000) for travel grants, childcare support and training workshops.

Attendance of these events should not exceed 120 participants and the ratio of speakers to participants should be around 1:5.

Applications to organise an India I EMBO Lecture Course 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.

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 lecture courses must cover a topic from the life sciences (see EMBO subject areas on page 3).
- Scientists from anywhere in the world are eligible to apply, independent of their nationality.
- Lecture courses must take place in India.

Application process

Applications to organise an India I EMBO Lecture Course must be submitted online.

Timeline

First deadline for application	1 March 2021, 09:00 CET
Committee meeting	May 2021
Results announced to applicants	June 2021
Second deadline for application	1 August 2021, 09:00 CET
Committee meeting	October 2021
Results announced to applicants	October 2021

Organisers are advised to apply as early as possible in the calendar year before the proposed date of the 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 Practical Courses, EMBO Workshops, EMBO Global Lecture Courses and India I EMBO Lecture Courses.

When completing your application, please ensure you choose **India I EMBO Lecture Courses**.

The (main) title of the lecture course may not mention sponsor's, organisation's or institute's names. Organisers should also refrain from using excessively long titles and numbers referring to previous meetings.

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).

Please outline 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.

Similar meetings

Not applicable.

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.

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/INSTRUCTORS

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.
- The ratio of speakers to participants should be around 1:5. Additional trainers/instructors can be accommodated.
- At least 40% of the speakers should be based in Europe.
- 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.
- 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 speakers based in Europe),
 - E (for early stage researchers)
4. Add a 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 number of invited 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 and India Alliance believe 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. The networking activities should be listed in the programme.

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 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)

Please describe how discussion and interaction between participants will be stimulated (max. 400 words).

PARTICIPANTS

Attendance of these events should not exceed 120 participants and the ratio of speakers to participants should be around 1:5.

The following 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 from a single institution only or other defined groups.
- 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 based in India.

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 organising courses or workshops (please restrict to the last three relevant events).

The **main organiser** is the primary 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. Co-organisers should be from more than one institute 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 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 and India Alliance would like to promote the reduction in CO₂ emissions in order to lessen environmental impact by encouraging the organisers of India I EMBO Lecture Courses to implement, to the best of their abilities, some measures that should keep the CO₂ footprint of the course 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 organisers encourage debate about this topic at the meeting.

Reducing long-distance air-travel: If possible, organisers are encouraged to include at least one remote presentation at the meeting by an overseas speaker. 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.

Provide catering with lower CO₂ impact: Catering should be served in non-disposable wares and, 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 web site organisers can export the abstract book in electronic format. This can then be made available, password protected, on the course website.

Central locations: Consider venues that are centrally located and easily accessible by public transport.

Plastic-free badges: Organisers should consider using 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 organisation. The sums are automatically calculated.

EMBO funds (max. €33,500) 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 course;
- Accommodation for participants;
- Social activities (e.g. excursions) expenses up to €3,000.

EMBO funds do not cover overheads.

EMBO will create the course 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.

India Alliance funds (INR 5.5 Lakhs (~ €7000)) can be used to cover:

- Travel grants for participants (up to INR 20,000 per person);
- Childcare support (e.g. fees for a caregiver or child-care facility, travel and accommodation costs for a caregiver or for taking the child to the meeting, etc; up to INR 20,000 per person);
- Training workshops (see page 4 for examples).

Income

Registration fees

The registration fee for an India I EMBO Lecture Course:

- should not exceed INR 5000/€60 (< 5 days in length) and INR 7000/€90 (≥ 5 days in length)
- should not be less than INR 12000/€150 for participants from industry

Funding and Sponsorship

Please state the amount of funding requested. A maximum of €33,500 of core funding may be provided by EMBO and a maximum of INR 5.5 Lakhs (~ €7000) may be provided by the India Alliance.

You do not have to request funds for travel 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 recognised 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

Each application is reviewed in depth by at least two members of the EMBO Course Committee (see page 3). The final decision is made by the entire committee. Applications should be timely 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?
- Is the topic already covered by other meetings (EMBO or otherwise) close in time?
- 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?

NETWORKING ASPECTS

- 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?

Confidentiality

All applications are treated in confidence and only publicised 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.