

EMBO Courses & Workshops Programme

Organiser guidelines

India | EMBO Lecture Courses

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EMBC Member States (A): Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, and United Kingdom

EMBC Associate Member States (B): India, Singapore

Countries / territories covered by a co-operation agreement (C): Chile, Taiwan

Countries / territories eligible for co-funding by EMBO and The Company of Biologists (D): Brazil, Canada, China, Japan, Republic of Korea

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

Contact: courses_workshops@embo.org

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 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 you request in the application.

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

Funding

The maximum funding available for an India I EMBO Lecture Course is €33,500 of core funding from EMBO and INR 5.5 Lakhs (~ €7000) from India Alliance. Organisers are therefore required to justify all major costs in the budget section of the application form. It is expected that participants (other than the speakers) will pay for some of their travel, accommodation, and a modest registration fee. EMBO funds must not be used to cover *per diem* expenses, gifts, poster prizes, or dinners organised exclusively for speakers.

EMBO funds can be used to cover:

- travel (economy), accommodation and subsistence costs of the speakers;
- catering costs during the meeting;
- administrative costs up to €4,000;
- room hire, audiovisual and IT facilities essential for the course;
- accommodation for participants;
- social activities (e.g. excursions) expenses up to €3,000.

EMBO funds do not cover overheads.

India Alliance funds 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 or accommodation costs for a caregiver and for taking the child to the meeting, etc; up to INR 20,000 per person);
- training workshops (see examples above).

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

Payment of the grant

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

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

Once the final financial statement and reports have been approved by EMBO, the remaining funds (20% of the allocated funding) will be transferred.

India Alliance funds have to be claimed and accounted for directly with the Alliance. Please contact Sarah Iqbal at sarahiqbal@indiaalliance.org.

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

EMBO and India Alliance reserve the right to claim unspent funds based on the financial statement.

Travel grants

India Alliance can provide travel grants that can be used to cover travel, accommodation, visa costs and/or registration fees. The travel grants shall be allocated by the organisers on the basis of need and the quality of the abstract submitted. All applicants have to justify the reasons for applying for a travel grant. A maximum of INR 20,000 per person can be awarded.

Childcare grants

India Alliance can provide childcare support to participants or speakers when attending any India I EMBO Lecture Course. Eligible costs include fees for a caregiver or child-care facility, travel or accommodation costs for a caregiver and for taking the child to the meeting, etc. A maximum of INR 20,000 per person can be awarded.

Registration fees

- may be charged up to a maximum of INR 5000/ €60 (< 5 days in length) and INR 7000/ €90 (≥ 5 days in length)
- should be charged at a minimum of INR 12000/€150 for participants from industry
- should be paid directly to the organiser (or the organiser's nominee) and included as income in the final financial statement (please note that EMBO does not collect registration fee payments; however, fees can be collected via the website set up by EMBO, see appendix).

Participants

When selecting speakers and participants, organisers are requested to ensure gender balance. For India I EMBO Lecture Courses, a greater representation of scientists based in India is encouraged. Participants should not be restricted to pre-defined groups (whether this be from a single institute or

other defined groups).

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

Speakers / Instructors

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

Advertising & co-funding

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

All materials, including the website and the poster must include the EMBO logo and the India Alliance logo prominently. The EMBO Press logo must be featured with other supporter logos on website and poster.

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

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

All India | EMBO Lecture Courses are advertised on the EMBO poster, EMBO and India Alliance websites and social media channels and through selected other print and online media.

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

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

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

Poster and website

EMBO will create the course website (including an online registration system), design a poster and abstract book cover at no additional charge where organisers opt for this. EMBO hosts the website, but

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

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

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

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

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

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

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 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 website 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.

Participant feedback

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

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

Data protection

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

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

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

Final documentation

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

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

Appendix

Registration Fee Collection

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

Please note:

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

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

IMPORTANT

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

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