EMBO Courses & Conferences Programme

Organizer Guidelines

Table of Contents

Organizer Guidelines 1

1. **About** 3
2. **Funding** 5
3. **Payment of the grant** 7
4. **Beware of rising fraud cases** 7
5. **Travel, childcare and accessibility grants** 8
6. **Registration fees** 10
7. **Participants** 11
8. **Supported Lectures** 12
9. **Publicizing & co-funding** 13
10. **Poster and website** 14
11. **EMBO Press poster prize and editor talks at Conferences** 15
12. **Code of conduct** 15
13. **Satellite meetings** 16
14. **Encouraging Sustainable Meetings** 16
15. **Participant feedback** 17
16. **Data protection** 18
17. **Final documentation** 18
18. **Organizing virtual and hybrid meetings** 19

EMBC/EMBO Partners:		
A	**Member States**	Austria, Belgium, Bulgaria, 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	**Global Partners**	India, Singapore, Taiwan

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_conferences@embo.org

1. About

Meeting type

These guidelines apply to all EMBO Courses & Conferences: EMBO Conferences, EMBO Global Lecture Courses and EMBO Practical Courses. Most rules are the same for all three meeting types. Where they differ, this is clearly indicated in the text, and the main differences are summarized in the table Key differences below. In these guidelines, the term "meeting" refers to any of the three meeting types.

EMBO Conferences

EMBO Conferences cover timely topics in life sciences. They bring scientists together to present their latest findings and discuss the latest developments and emerging concepts in their fields.

EMBO Global Lecture Courses

EMBO Global Lecture Courses offer participants, primarily PhD students and postdoctoral researchers, an overview of timely topics and emerging concepts in life sciences. They take place in India, Singapore and Taiwan.

EMBO Practical Courses

EMBO Practical Courses aim at transferring new and timely methods to laboratories around the world. Their primary objective is to enable participants to implement these novel techniques in their home laboratories.

Key differences by meeting type

Official Title	EMBO Conferences	EMBO Global Lecture Courses	EMBO Practical Courses
Purpose	Present the latest findings and discuss new developments and emerging concepts	Overview of timely topics, mainly for PhD students and postdocs	Transfer new methods so participants can use them in their home labs
Where held	EMBC Member States (A) and India, Singapore and Taiwan (B)	India, Singapore and Taiwan only (B)	EMBC Member States (A) and India, Singapore and Taiwan (B)
Size and duration	80-450 participants; 2.5-5 days	Up to 120 participants; 3–10 days; ideal participant: lecturer ratio 5:1	15-25 participants (or more for Practical Courses covering only computational work); 4-15 days; ideal participant: lecturer ratio 5:1
Travel grants	See Tables in Section 5, for meetings taking place in A and in B	See Table in Section 5, for meetings taking place B	See Tables in Section 5, for meetings taking place in A and in B
Participant composition	- At least 75% should be based in EMBC Member States; max 25% from the host country -For Global Conferences, 75% of participants should be	75% of the participants should be based in the continent where the course takes place	At least 75% should be based in EMBC Member States; max 25% from the host country -For Global Conferences, 75% of

	based in the host continent		participants should be based in host continent
Supported lectures (YIP, Global Investigator, Science Policy, Women in Science)	Yes	Yes	No
EMBO Press poster prize and editor sessions	Yes (see Section 11)	No	No

Meeting format

These guidelines apply to all meeting formats: in-person meetings, hybrid meetings (i.e. in-person meetings with participants and/or speakers joining remotely) and fully virtual meetings. Where rules differ for hybrid or virtual meetings, this is indicated in the relevant section and summarized in the table *Key differences by meeting format* below. Practical suggestions for the virtual component of a meeting are provided in Section 18, *Organizing virtual and hybrid meetings*.

The main organizer of a fully virtual meeting must be based in one of the countries listed under A or B (see list on page 2).

All rules in these guidelines apply equally to all three meeting types, unless otherwise specified.

Key differences by meeting format

Format	**In-person** **All participants and speakers attend on site**	**Hybrid** **In-person meeting with participants and/or speakers joining remotely**	**Fully virtual** **Entirely online**
Maximum EMBO funding	€42,500 (€35,000 core funding + €5,500 travel grants and fee waivers + €1,000 childcare grants + €1,000 accessibility grants)	€42,500 (same as in-person) + €3,000 hybrid funding	€13,500 (€10,000 core funding + €2,500 fee waivers + €1,000 childcare grants)
Administrative costs	Up to €4,000	Up to €5,000	Up to €5,000
Registration fees	In-person fees (Section 6)	In-person fees for on-site participants; virtual fees for remote participants (Section 6)	Virtual fees (Section 6)
Travel grants and fee waivers	Tables in Section 5	Tables in Section 5	€2,500 for registration fee waivers only; max €150 per waiver recommended
Childcare and accessibility grants	€1,000 each	€1,000 each	€1,000 childcare
Final documentation	Standard documents (Section 17)	Also, a separate hybrid financial statement, and whether participants attended in person or virtually	Standard documents; mode of travel not required

2. Funding

The maximum available funding for each EMBO Conference, Global Lecture Course and Practical Course is €42,500 (€35,000 of core funding plus €5,500 for travel grants and registration fee waivers, €1,000 for childcare grants and €1,000 for accessibility grants). It is expected that participants (other than the invited speakers) will pay for their travel and accommodation. Charging registration fees for participants is mandatory. **Organizers may ask invited speakers to cover their own travel costs**, for example through their institute (which commonly pays for speakers' conference travel) or through personal grants. The funds saved can be used for additional travel grants for participants who need financial support.

EMBO funds **do not cover**:

- overheads or purchase of equipment
- *per diem* expenses
- poster prizes
- gifts for speakers and participants
- honoraria
- dinners/meals organized exclusively for speakers
- expenses related to creating a website and registration system, designing a poster, and providing meeting bags and pens. (EMBO provides these services at no additional charge and therefore expenses related to such services will not be covered by EMBO funding and will be deducted from your final payment.)

Any items deemed ineligible according to the EMBO funding guidelines will not be funded, regardless of their inclusion in the application.

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 for in-person meetings, up to €5,000 for virtual meetings and up to €5,000 for hybrid meetings
- room hire, Audio-Visual (AV) and IT facilities essential for the meeting
- materials and consumables (Practical Courses only)
- for social activities (e.g., excursions) up to €3,000

For hybrid meetings, an additional €3,000 will be provided at the discretion of the committee. The funds can be used to cover:

- rental of a virtual platform to host the virtual part of the meeting
- rental of additional AV equipment and personnel costs
- Administration costs up to €4,000 for the in-person component and an additional €1,000 for the virtual component (max.€5,000)

Practical Courses: EMBO does not fund hybrid Practical Courses unless all participants, including the virtual ones, can participate in all sessions that involve practical work. Hybrid funding for Practical Courses is offered only upon approval by the Course Committee.

Please note that the maximum budget for the virtual costs of an EMBO-funded hybrid meeting is €10,000, consisting of the hybrid funding–€3,000, plus up to €7,000 from virtual registration fees. Any costs above this limit cannot be covered by EMBO and must be met from other sources.

For virtual meetings

For fully virtual meetings, EMBO will provide a maximum of €13,500 (€10,000 of core funding plus €2,500 for registration fee waivers and €1,000 for childcare grants). Decisions on the amount of funding are made on a case-by-case basis. Organizers should justify all major costs in the budget section of the application form. EMBO funds can be used to cover:

- rental of a virtual platform or online meeting tools needed to host the virtual meeting
- room hire, audio-visual and IT facilities essential for the meeting
- administrative costs up to €5,000
- creation of offline content (Practical Courses only)

The costs listed above as not covered by EMBO funds also apply to virtual meetings.

Registration fees must be charged to all participants of virtual and hybrid meetings other than the invited speakers one EMBO staff registered for the meeting. However, EMBO staff will cover their own travel and accommodation expenses

It is understood that, as an organizer, you do not render any services on behalf of EMBO. Organizers are responsible for the EMBO meeting. They are supported by EMBO with a grant, provided that the meeting is organized as described in the initial application (except for any modifications that are approved in writing by EMBO), and that promotion of the meeting and submission of the final documentation complies with the funding conditions.

Please inform the EMBO Courses & Conferences office if you would like to make any changes to the original plans.

Key milestones and deadlines

The table below provides an overview of the key milestones and deadlines for organizing your EMBO meeting. Please refer to the relevant sections of these guidelines for detailed information and requirements.

When	Key action or milestone	Guidelines Section
After accepting the funding conditions	EMBO contacts organizers about the meeting website, registration system, poster and abstract book cover	10
When registration opens	Travel, childcare and accessibility grants and registration fee waivers are announced on the website	5
Four months before the meeting	- EMBO requests banking details from the organizer - EMBO transfers first payment - EMBO shares reporting templates	3
After the meeting	Organizers reimburse grant recipients promptly	5
One month after the meeting	EMBO shares anonymised participant questionnaire feedback	15
Within three months after the meeting	Deadline: Organizers submit all final documentation. Failure to do so results in forfeiture of the final payment	17
After approval of final documentation	EMBO transfers the final payment including travel, childcare and accessibility grants	3
For ten years after the meeting	Organizers should retain receipts and other proof of expenses for auditing purposes	17

3. Payment of the grant

The funds will be transferred to the account specified by you and to which you have access. **EMBO will not transfer the funds to 3rd parties** (these include events management companies that organizers may hire to manage the meeting on their behalf). We recommend that you open a separate account, preferably at your institute, with the name of the meeting. 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.

50% of the allocated funding will be transferred to organizers approximately four months before the start of the meeting. Before this transfer, EMBO must be notified of any significant changes to the budget and/or scientific programme made after the initial approval.

Once the final financial statement and reports have been approved by EMBO, the remaining funds (up to 50% of the allocated funding plus the amount for travel, childcare and accessibility grants) will be transferred. Please list the travel, childcare and accessibility grants recipients separately in the final report.

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

EMBO reserves the right to claim unspent funds based on the financial statement.

4. Beware of rising fraud cases

Organizers
Organizers are advised to exercise caution when making financial transactions, as fraud cases targeting meeting organizers have been reported. Please verify that any funds transfers are made only to accounts belonging to legitimate vendors or service providers, and be particularly vigilant if bank details are changed at short notice. Please note that EMBO is unable to provide additional funding to cover losses resulting from fraud.

Speakers
It has come to our attention that speakers at EMBO Courses & Conferences have been approached by fraudulent companies — by email or phone — falsely claiming to be responsible for hotel and travel bookings and requesting credit card information. We strongly encourage you to alert your speakers to this risk and to clearly communicate the booking procedures you will be using for your meeting.

5. Travel, childcare and accessibility grants

Travel grants can be used to cover travel, accommodation, visa costs and/or registration fees. Organizers should announce the travel grants and registration fee waivers to participants in advance of the meeting, as soon as registration opens.

Organizers receive an additional €7,500 for their meetings to cover the following:
Please use the table that corresponds to the country where your meeting takes place. Global Lecture Courses take place only in India, Singapore and Taiwan, so only the second table applies to them.

Organizers may consider awarding fee waivers to applicants from lower income economies.

Organizers may allocate additional funds received from sponsors to fee waivers and travel grants.

For meetings in EMBC Countries (A, see list on page 2)

Type of grant	Amount allocated	Available for registered participants working in	Explanatory notes
Travel grants and registration fee waivers	€2,500	All countries	Registration fee waivers and travel grants should be awarded on the basis of scientific quality, as judged from the submitted abstract, with priority given to participants who would otherwise be unable to attend. Applicants should specify their needs in the registration form. Maximally €500 per participant can be allocated.
Special travel grants & registration fee waivers	€3,000	India, Singapore, and Taiwan	For participants of any nationality working in India, Singapore, and Taiwan. Registration fee waivers and travel grants should be awarded on the basis of scientific quality, as judged from the submitted abstract, with priority given to participants who would otherwise be unable to attend. Applicants should specify their needs in the registration form. Maximally €1,000 per participant can be allocated.
Childcare grants	€1,000	All countries	To cover childcare costs incurred by participants or speakers participating at EMBO-funded meetings (including virtual and hybrid). Eligible costs include fees for childcare, travel costs for a caregiver, 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.
Accessibility grants	€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 for the participant to be accompanied by someone to assist them where necessary. Participants with access needs may apply for a grant via the meeting registration system, or by contacting the organizers directly. Maximally €500 per participant can be allocated.

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

For meetings in India, Singapore, or Taiwan

Type of grant	Amount allocated	Available for registered participants working in laboratories in	Explanatory notes
Special travel grants and registration fee waivers	€2,500	EMBC members states (A, see list on page 2)	Registration fee waivers and travel grants should be awarded on the basis of scientific quality, as judged from the submitted abstract, with priority given to participants who would otherwise be unable to attend. Applicants should specify their needs in the registration form. Maximally €500 per participant can be allocated.
Travel grants & registration fee waivers	€3,000	All countries	Registration fee waivers and travel grants should be awarded on the basis of scientific quality, as judged from the submitted abstract, with priority given to participants who would otherwise be unable to attend. Applicants should specify their needs in the registration form. Maximally €750 per participant can be allocated.
Childcare grants	€1,000	All countries	To cover additional childcare costs incurred by participants or speakers when participating at any EMBO meeting including virtual and hybrid meetings. Eligible costs include fees for a baby-sitter or child-care facility, travel costs for a caregiver, 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.
Accessibility grants	€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 for the participant to be accompanied by someone to assist them where necessary. Participants with access needs may apply for a grant via the meeting registration system, or by contacting the organizers directly. Maximally €500 per participant can be allocated.

Please note that the budgets allocated to each category are non-transferable.

Virtual meetings

For fully virtual meetings, €2,500 allocated in addition to the core funding can be used for registration fee waivers. Applicants should specify their needs and explain their reasons for applying for a fee waiver in the registration form. A maximum of €150 per fee waiver is recommended; at the organizer's discretion, the amount can be lowered to benefit more participants. Childcare grants are available for virtual meetings under the same conditions as described above.

Please contact eligible participants directly to offer them a travel grant, registration fee waiver or childcare grant. Travel costs should be reimbursed by the organizers upon submission of appropriate supporting documentation (e.g. receipts or invoices). **The selection of awardees and the direct reimbursement of expenses are the organizers' responsibility;** EMBO does not process reimbursements.

After the meeting, please provide us with the name, country of residence, and grant amount awarded to each recipient as part of the final documentation you will send to EMBO. Please keep a copy of all participant travel receipts. **We will reimburse you for the total amount of the travel and childcare grants along with the final payment**.

Note: Recipients of travel, childcare and accessibility grants and registration fee waivers who fail to attend the meeting cannot be reimbursed regardless of the circumstances.

Organizers must make every effort to reimburse awardees in a timely manner. Please communicate clearly with awardees about when they can expect to receive their reimbursements. Failure to reimburse awardees who attended the meeting is not in line with our guidelines.

6. Registration fees

When setting the registration fees, organizers should keep in mind the VAT (Value Added Tax) in the country in which the meeting is taking place.

Registration fees must be charged. Organizers shall not offer reduced registration fees for predefined groups of participants (e.g. from specific geographical locations). At their discretion and if their finances allow, they can offer fee waivers to support participants who could not otherwise attend.

For transparency, registration fees that include accommodation must clearly specify the portion of the fee that covers the accommodation costs.

Conferences and Global Lecture Courses: Registration fees for in person participants should be set as follows (excluding accommodation):

- Academic participants: maximum €700
- Postdocs and PhD students: maximum €450
- Industry participants: minimum €950

Practical Courses: Registration fees for in-person participants should be set as follows (including accommodation, and depending on the course length):

- Maximum €500 for short courses (<5 days, up to 4 nights)
- Maximum €800 for intermediate length courses (5–9 days, 4–8 nights)
- Maximum €1,100 for long courses (10–15 days, 9–14 nights)
- Maximum €1,400 for industry participants

Registration fees for virtual participants (fully virtual meetings and remote participants of hybrid meetings, other than the invited speakers) should be set as follows:

- Academic participants: minimum €150 up to maximum €350
- Postdocs and PhD students: minimum €75 up to maximum €175
- Industry participants: minimum € 250 up to maximum €500

Registration fees must be waived for one EMBO staff member registered for the meeting. EMBO staff will cover their own travel and accommodation expenses.

Please include simple terms and conditions for refunds in the event of cancellation, so that registrants know what to expect.

Registration fees should be paid directly to the organizer (or someone else designated by the organizer) and included as income in the final financial statement. Please note that EMBO does not collect registration fee payments.

The income from the registration fees is considered EMBO funding and must be spent in accordance with the EMBO guidelines.

7. Participants

When selecting participants, organizers are requested to ensure a wide geographical representation and gender balance. At least 40% of participants in EMBO-funded meetings must be of underrepresented genders.

Participation should not be restricted to pre-defined participants (e.g. a regional network or other defined groups).

- **For Conferences and Practical Courses held in EMBC Member states**, at least two-thirds of the participants should be based in EMBC Member States (A - see list on page 2), with no more than 25% of participants residing in the country where the meeting is held.
- **For meetings held outside EMBC Member States** (B - see list on page 2), a greater representation of scientists based in the respective continent/country is encouraged.
- **For Global Lecture Courses:** When selecting speakers and participants, organizers are requested to ensure a wide geographical representation and gender balance. A greater representation of scientists based in the continent/country where the Lecture Course is held is encouraged.

Participants may indicate any special needs — such as dietary requirements or accessibility needs — in the registration form. Organizers should accommodate these where possible and inform participants promptly if any requests cannot be met.

Organizers may define their own policies on the use of social media, photography, and recordings of presentations or posters during the meeting. Please communicate these policies to participants via the meeting website — where EMBO has provided a dedicated section for this purpose — and any other relevant channels. Please refer to the Code of Conduct section below. This text will also be displayed on the website created by EMBO.

8. Supported Lectures

This section applies to Conferences and Global Lecture Courses.

Lecture	Description
EMBO Young Investigator Lectures	The EMBO Young Investigator Programme offers organizers the opportunity to apply for support of a lecture by an EMBO Young Investigator. Only current EMBO Young Investigators are eligible. A list can be found on the EMBO website. Maximum funding: €800 (within Europe) and €1,200 (outside Europe). Please complete the application form and send to the EMBO Young Investigator office (yip@embo.org).
EMBO Global Investigator Lectures	The EMBO Global Investigator Network offers organizers the opportunity to apply for support of a lecture by an EMBO Global Investigator. Only current EMBO Global Investigators are eligible. A list can be found on the EMBO website.

	Maximum funding: €1,000 (for travel within the same country/region) and €2,000 (for intercontinental travel). Please complete the application form and send to the EMBO Global Activities office (global@embo.org).
EMBO Science Policy Lectures	The EMBO Science Policy Programme offers organizers the opportunity to include a non-scientific talk from a scientist, sociologist, ethicist, or journalist. The talk must address a science policy issue. Maximum funding: €1,000 (within Europe) and €2,000 (outside Europe & Israel). Please complete the application form and send to the EMBO Science Policy office (policy@embo.org).
EMBO Women in Science Lectures	EMBO offers organizers the opportunity to include a talk covering a topic related to 'Women in Science'. Maximum funding: €1,000 (within Europe) and €2,000 (outside Europe & Israel). Please complete the application form and send to the EMBO Women in Science (women@embo.org).

9. Publicizing & co-funding

Meetings will be titled according to their type: "EMBO Conference", "EMBO Global Lecture Course" or "EMBO Practical Course". The title of the meeting should not include the names of sponsors, organizations or institutes. Titles should be concise and should not include numbers or references to previous editions of the conference. Meeting titles that do not comply with these guidelines (e.g. "3rd European Conference in X" or "Annual Y Meeting: 2nd edition") will be amended by the EMBO Courses & Conferences Office.

The website, poster and all promotional materials shall include the EMBO logo

Sponsors cannot be mentioned in the title of the meeting but can be acknowledged on the website and the poster. Sponsors and funders that contribute €20,000 or more to the meeting can be recognized as co-sponsors. Co-sponsor logos can be displayed prominently on the website.

EMBO does not fund meetings when the other co-funders/sponsors insist on the proceedings being published (although publications can arise from EMBO meetings, provided that all contributions are given voluntarily).

All EMBO Courses & Conferences are announced on the EMBO Courses & Conferences poster, EMBO website and social media channels and through other select print and online media.

Further advertising is left at the organizer's discretion as long as it adheres to these guidelines. It is a strict condition of EMBO funding that any additional publicity, as well as the programme and abstract book, should clearly indicate that the meeting is an EMBO Conference, EMBO Global Lecture Course or EMBO Practical Course, without subtitles relating to previous similar meetings or other organizations or funders/sponsors.

The scientific programme submitted with the application was reviewed and approved by the EMBO Course Committee. Organizers are solely responsible for any changes to the approved programme and for the organization and execution of the meeting.

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

Organizers shall comply with all applicable laws and regulations, standards, and guidelines, including GDPR (see also Data protection below), when advertising an EMBO funded meeting.

Organizers must ensure that the organization of the meeting complies with all laws, regulations, standards and guidelines applicable where the meeting takes place.

Use of AI in images
Organizers are required to disclose the use of AI-generated imagery in any promotional materials, including website banners, social media graphics, and other visual assets. Where AI-generated images are used, this must be clearly indicated in the image caption, alt text, or an accessible note on the relevant page (e.g. 'Banner image created with AI-assisted tools'). Organizers take full responsibility for ensuring their promotional visuals are appropriate, accurate, and transparently labelled.

10. Poster and website

EMBO will create the meeting website (including an online registration system), and design a poster and abstract book cover at no additional cost. **Organizers shall not create their own websites.**

EMBO will not print or mail posters or abstract books designed for your meeting.

Once you have accepted the funding conditions, our office will contact you about the creation of the meeting website and promotional material.

11. EMBO Press poster prize and editor talks at Conferences

This section only applies to Conferences.

EMBO Press offers a limited number of poster prizes each year. If you would like to request a poster prize for your Conference, please contact publishing@embo.org.

EMBO core funding cannot be used to cover poster prizes.

If an EMBO Press editor is attending the conference they can be contacted to organize:

- a “meet the editor” session
- a talk on topics related to publishing and open science
- a panel discussion with ~3-5 panelists representing key stakeholders in publishing and related topics
- more informal sessions targeting trainees (e.g. a roundtable discussion or including the editors in one of the meet the speakers’ sessions)
- a poster clinic, where poster presenters can receive feedback on their poster
- another format/activity of your choice

12. Code of conduct

EMBO considers harassment and discriminatory behaviour unacceptable in any setting. The code of conduct below applies to all participants of EMBO meetings and will be published on your meeting website.

Anti-harassment and non-discrimination policy

EMBO is dedicated to fostering an environment free from harassment and discrimination for all meeting participants, irrespective of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, ethnicity, beliefs, or manner of communication. Any form of harassment or discrimination — whether in person or online — is strictly prohibited. Attendees are expected to maintain professional conduct and to always engage with others respectfully.

Media and communications policy *(organizers may adapt as appropriate)*

Meetings may include the presentation of unpublished data. Participants must obtain the presenter's approval before sharing or citing any such results outside the meeting.

Recording or dissemination of the scientific content presented (e.g., talks, discussion sessions or posters) by audio, video, photographs or any other means, or social media posts needs to be agreed upon by all concerned.

Attendees violating this Code of Conduct may be asked to leave the Conference, practical course, or lecture course without a refund at the sole discretion of the organizers.

Attendees are expected to respect the media and communications policy during every EMBO-funded meeting.

13. Satellite meetings

You may want to consider organizing a satellite meeting that is open to the local scientific community. You can apply for funding of up to €2,000 to organize this satellite meeting, by contacting us at courses_conferences@embo.org. The funding can be used to cover:

- extra accommodation nights for speakers who are already participating in the EMBO-funded meeting
- transportation for speakers to the satellite meeting venue
- meals for speakers
- audio-Visual for the meeting

Please note that the programme should indicate that the satellite meeting is supported by EMBO.

For details, please review the Satellite Meetings Guidelines.

14. Encouraging Sustainable Meetings

We encourage organizers of EMBO Courses & Conferences to implement measures for sustainable meetings. Organizers may find external resources helpful when planning sustainability measures. For example, The Company of Biologists provides an event carbon calculator for academic events that can be used to estimate the carbon footprint of past or future meetings, identify major sources of emissions, and explore possible mitigation scenarios. This resource is intended to support planning and provides indicative estimates rather than exact figures. You can access “The Company of Biologists event carbon calculator” here: https://www.biologists.com/sustainability-hub/event-carbon-calculator/

Reducing long-distance air-travel: We recommend including at least one remote presentation in the programme. It should take the place of an in-person speaker rather than

be added as an extra talk

Train travel: Encourage speakers and participants to travel by train wherever possible for shorter journeys, for example those under 800 km or six to eight hours.

Choose lower-carbon catering by serving mainly vegetarian food and limiting meat options. Measures to consider:

- Serve only vegetarian food on at least one day of the meeting.
- Use reusable plates, cutlery and cups rather than disposable ones.
- Avoid bottled water and disposable plastic cups, for example by offering tap water or water dispensers with reusable glasses.

Electronic programme and abstract book: Organizers should distribute the abstract book in electronic format via the meeting website and print only a small number of hardcopies, if necessary. Organizers can export the abstract book in electronic format via the website provided by EMBO provided and make it available, password protected, on the meeting website.

Voluntary CO_2 compensations: Organizers may consider collecting voluntary CO_2 compensation payments from participants and donate to accredited compensation brokers.

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

Plastic-free badges: Organizers should opt for paper badges.

EMBO promotional items: Upon request, EMBO provides notebooks (FSC certified paper), bags (from recycled materials), and pencils for the meeting. You will be contacted prior to the meeting to inform us of your needs.

15. Participant feedback

Feedback from all participants is collected after the meeting via the website EMBO created for your meeting. Participants who fill out the questionnaire automatically receive their certificate of attendance via email. Organizers will have access to the anonymised feedback forms.

Should you be using your own registration system, you will be required to provide EMBO with a complete list of participants, including speakers according to the template that EMBO will provide. The participants will be contacted by EMBO with the request to fill out the feedback questionnaire. Organizers will have access to the anonymised feedback forms.

EMBO will share the anonymised feedback at least one month after the end of the meeting.

16. Data protection

Organizers of all EMBO Courses & Conferences must comply with the European General Data Protection Regulation (GDPR). Under the GDPR, organizers act as "data controllers": they decide what personal data is collected and how it is processed for the purpose of organizing the meeting.

As data controllers, organizers must familiarize themselves with the GDPR and their obligations towards data subjects. In particular, organizers must:

- collect only the personal information that is necessary to organize the meeting;
- make sure the people concerned know how their information will be used;
- obtain explicit consent from anyone whose personal information (such as name, email address or institutional address) will be used to promote the meeting;
- inform data subjects of their rights under the GDPR, including the right to access the data held about them and to have it corrected, erased or provided to them as a copy.

All online registration systems supplied by EMBO include a disclaimer informing users of their rights under the GDPR. Organizers who use their own registration platform are responsible for informing participants of these rights themselves.

Organizers who plan to contact participants after the meeting must obtain their active, explicit consent during the meeting (for example, through a sign-up list). Under the GDPR, organizers must be able to demonstrate that consent was given, so please keep the relevant documentation.

17. Final documentation

Templates for the final documentation will be provided after the first instalment of the grant has been paid, approximately four months before the meeting. The following documents are required:

- **Short report (1-2 pages):** a brief scientific overview, participants' feedback on the location and organization, and any other relevant comments.
- **Final financial statement:** all income and expenditure for the meeting.
- **Hybrid financial statement (hybrid meetings only):** a separate statement for the virtual component.
- **Participant data:** the total number of applicants, and the number of participants, instructors and speakers, broken down by sector (academia or industry), gender, nationality and country of residence. Please also give the mode of travel for in-person participants and, for hybrid meetings, indicate whether participants attended virtually or in person. Mode of travel is not required for fully virtual meetings.
- **Final programme and abstract book** (in electronic format).

- **Awardee list (if applicable):** recipients of travel, childcare and accessibility grants and registration fee waivers, with name, institute, nationality (if known) and country of residence, plus the amount awarded for travel and childcare grants.

Organizers must retain all receipts for ten years after the meeting for auditing purposes.

As part of EMBO's audit requirements, you may be asked to provide proof of payment for all expenditure together with the final reporting documents. Please make sure these are available and ready to submit if requested.

All the documents listed above must be submitted to EMBO within three months of the end of the meeting. If they are not submitted on time, the final payment will be forfeited, and eligibility for future EMBO funding will be negatively affected.

18. Organizing virtual and hybrid meetings

Virtual platform

Organizers may use an online platform or event management tool of their choice to host the virtual part of their meeting. EMBO funds can be used to pay for online meeting tools or software necessary to host a virtual meeting. These costs should be included in the final financial reports. EMBO does not take responsibility for or endorse any online platforms or services.

Suggestions for organizers

Virtual and hybrid meetings require careful preparation. A stable internet connection at the streaming location is essential. The typical in-person programme — often exceeding 12 hours per day — cannot be replicated in a virtual setting; days should be shorter, which may mean a longer meeting overall, fewer speakers, or a narrower range of topics. Scheduled breaks should be generous enough to allow participants to step away comfortably without risk of disengagement.

NOTE: This section only offers suggestions. 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.

Building rapport between speakers and the virtual audience

- Make sure the platform used allows the speaker to see the session chair or a panel of session organizers.
- Have all virtual session speakers (and chairs/organizers) meet online before going live to make them feel comfortable and get to know some of the audience. This is particularly important for short talk and flash talk presenters who may be less used to giving talks online.
- Play applause audio clips after talks.
- Use polls to learn about audience demographics (their research field, career stage, etc.).
- Encourage participants to show virtual reactions (clapping hands, thumbs up, etc.).

- Q&A sessions help improve the rapport with the audience.

Running virtual Q&A sessions

- Q&A sessions should be moderated by a chair who selects the questions.
- In-person and virtual questions can be shown on a large screen on-site for all participants to see (check that the platform you are using allows for this).
- Collect all incoming questions in the poll/chat/Q&A of the platform ask the speaker to answer them in writing during the meeting. The collected questions could be downloaded and posted on the dedicated channel so that the answers are visible to all participants.
- Place speakers in breakout rooms for discussions with the participants after their talk. You may consider grouping the speakers so that no speaker is alone in their breakout room.

Facilitating networking at a virtual or hybrid meeting

- Organize speed networking events in breakout rooms where virtual participants can meet and discuss. These could also be arranged using keyword matches of participants.
- Organize meet-the-speaker sessions in breakout rooms with all participants visible. These could be organized to meet different requirements, e.g. restricted to PhD students or postdocs so that they feel more comfortable asking questions.
- Allow virtual participants to submit abstracts for short talks.
- Organize thematic breakout rooms (select a discussion leader to kick off the discussion). The themes could be scientific, technical, career-related, etc.
- Organize mentoring sessions for junior scientists with a suitable host.
- Facilitate/encourage one-on-one virtual meetings via your platform.
- For hybrid meetings, consider having a dedicated host for virtual participants. This person should oversee welcoming virtual participants, giving instructions, meeting virtual participants in breakout rooms, monitoring the breakout rooms, handling questions, etc.

Dealing with time-zone differences

- Record talks and make them available (ideally shortly after they take place) to registered participants for later viewing. Note that speakers need to consent to having their talk recorded.
- Indicate local times on the virtual platform.
- Hold poster sessions at different times of the day to accommodate different time zones.

Running virtual poster sessions

- Posters, possibly including a short presentation, can be uploaded on a platform of your choice.
- Allocate specific time slots for poster sessions. Poster sessions can be organized in breakout rooms, with each poster presenter having their own breakout room during the poster session. Remind presenters that they need to be in their poster breakout room at the specified times.
- Organize flash talks to allow poster presenters to introduce their posters. These could be pre-recorded to minimize technical issues.
- If the platform does not provide a one-on-one live meeting function, encourage poster presenters to publicize their own channel (e.g. Zoom), so that those interested in talking to them can do so.

Addressing screen fatigue during virtual meetings

- Restrict the meeting duration per day to half days.
- Do not exceed a total meeting duration of 3–4 days.
- Include adequate breaks, e.g. 10–15 min between sessions or talks and 45–60 min for lunch.