EMBO Courses & Conferences Programme

Application guidelines

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Application deadlines:

1 March and 1 July annually

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

EMBO Course Committee Spring 2027

Leila Akkari (NL)
Pavel Baranov (IE)
Ádám Dénes (HU)
Fiona Doetsch (CH)
David Drew (SE)
Ita Gruic-Sovulj (HR)
Ewelina Knapska (PL)
Paloma Mas (ES)
Marco Muzi-Falconi (IT)
Guillermo Montoya (DK) (Chair)
Snezhana Oliferenko (UK)
Katja Röper (UK)
Anne Gjøen Simonsen (NO)
Michiel Vermeulen (NL)

1. Application guidelines for organizers of EMBO Practical Courses

Applications to organize an EMBO Practical Course 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_conferences@embo.org

2. Eligibility

Applications that do not fulfil the criteria below will not be sent to the committee for review.

Please note: no changes to applications will be permitted after the application deadline has passed.

Applications must meet the following criteria:

- The topic of the Practical Course must be within the life sciences (see EMBO subject areas on page 3).
- Applications are welcome from scientists based anywhere in the world, irrespective of their nationality.
- The Scientific Organizing Committee must be geographically and gender diverse, with members from more than one country and institute, forming an international group that represents the topics covered in the meeting. Applications with a scientific organizing committee that lacks geographic diversity (i.e. all organizers from the same country or institution) or gender diversity, without justifications provided will not be sent for review.
- While organizers can be based anywhere, practical courses must take place in:
  A. An EMBC Member State (see list on page 3) or

B. India, Singapore, Taiwan

- 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 3).
- At least 80% of the invited speakers must be confirmed at the time of submission.
- At least 40% of the invited speakers must be of the underrepresented genders.
- **Applications to fund courses in the same calendar year will not be considered.** Applications are only accepted for meetings taking place in the following calendar year e.g.**;** applications received in 2027 are only accepted for meetings taking place in 2028.
- The programme must include a provisional title or a short description of each invited contribution, with session structure, timings and networking activities. Final talk titles are not required at application stage, however, if the programme is lacking these details, the application will not be sent for review.

Repeat practical courses: a new application must be submitted for each individual practical course. Please review the latest application and organizer guidelines and use the most recent programme template which is updated annually.

Resubmissions: A new application must be submitted. Please review the latest application and organizer guidelines and use the most recent programme template which is updated annually.

3. Application process

Applications to organize an EMBO Practical Course must be submitted online.

First call opening	1 December 2026
First deadline for application	**1 March 2027, 12:00 noon CET**
Committee meeting	April 2027
Results announced to applicants	May 2027
Second call opening	1 May 2027
Second deadline for application	**1 July 2027, 12:00 noon CEST**
Committee meeting	September 2027
Results announced to applicants	Early October 2027

Organizers are encouraged to submit their applications as early as possible in the calendar year preceding the proposed course. This allows sufficient time for advertising and promoting the course should the application be approved for funding.

4. Application forms

The application must be submitted online. The draft programme must be prepared using the downloadable template, saved as PDF and uploaded via the online application portal.

Applicants will be asked to provide the following information:

- the proposed title of the practical course
- a description of the rationale for holding a practical course on the proposed topic
- information on practical courses on the same or similar topic held in the previous, current, or following year
- the proposed date and location
- the format (in-person, virtual, or hybrid)
- a list of the organizers (maximum of five scientific organizers), specifying their role, e.g., main organizer, co-organizer, administrative or financial contact. Only one main organizer may be designated. For each scientific organizer, please provide a link to their professional website, and a brief description of their previous experience organizing scientific meetings. Please check that all links are accurate and functional before submitting.
- an estimate of the expected number of participants (both in-person and virtual, where applicable), and the criteria that will be used for selecting participants
- information on invited speakers, including:
    - gender
    - affiliation
    - a brief description of the specific topic/aspects their talk is going to cover, a link to their lab webpage and their ORCID
    - the ratio of invited speakers and speakers selected from abstracts
- an abstract describing the main themes and objectives of the course (max 200 words)
- relevant subject areas
- a description of the practical work planned
- a description of the networking activities
- for hybrid courses: a short description of the virtual component explaining how the virtual participants will take part in the practical work
- the criteria for selecting course participants
- a brief description of the venue
- a draft budget
- a list of sustainability measures you plan to implement to reduce the environmental impact of the course
- for repeat courses, a summary of improvements made in response to feedback from previous editions. Please note that EMBO must have received and approved the

reporting documents from the previous course before a new application can be considered. The committee will not consider applications for repeat courses unless the reporting documents from the previous edition have been submitted and approved.

4.1. Meeting type

When completing your online application form, please choose the correct type of meeting from the drop-down menu:

- EMBO Practical Course (*in EMBC Member States*)
- EMBO Practical Course (*in India, Singapore, Taiwan*)

EMBO Practical Courses promote the transfer of new methods and emerging techniques. The programme of a practical course should cover both theory and practice with the aim of enabling participants to implement novel techniques in their home laboratories.

EMBO practical courses typically train 15 – 25 participants and last 4 –15 days. Courses covering computational topics may accommodate more participants.

Participants are generally postdoctoral researchers and PhD students.

The recommended instructors-to-participant ratio is 1:5, so that all participants receive adequate guidance and hands-on support.

When planning the course, organizers should:

- encourage participants to bring their own samples or data, where appropriate
- provide participants with the course programme, and theoretical background material including selected references well in advance
- arrange for speakers/instructors to give a briefing at the start of each day
- ensure that speakers/instructors are present for the full duration of the course
- include round-table discussions
- include poster sessions and/or presentations by participants
- dedicate at least 40% of the programme to practical sessions
- include training on responsible conduct of research
- arrange accommodation for speakers/instructors and participants at the same venue

4.2. Proposed title

The title of the practical course must not include names of sponsors, organizations or institutes. Titles should be concise and should not include numbers referring to previous editions.

If the application is successful, course titles that do not comply with EMBO guidelines (e.g. “3rd Latin American Practical Course in X”, “Annual Y Course: 2nd edition”) will be amended by the EMBO Courses & Conferences Office.

4.3. Format and location

Please indicate the proposed format (in-person, virtual, or hybrid) and location of the course and provide the venue details. For virtual courses, please specify the location from which the course will be hosted and managed.

Hybrid and Virtual Formats are subject to approval by the course committee. Funding for hybrid formats will only be provided if virtual participants can take part in all practical sessions (e.g. courses focused entirely on computational analyses).

4.3.1. Hybrid format

EMBO does not provide funding for hybrid Practical Courses unless all participants, including virtual ones, can take part in all practical sessions (e.g. courses focused entirely on computational analyses). If approved by the Course Committee, organizers will receive an additional €3,000 on top of the core funding to cover the extra costs a hybrid course. These funds may be used for expenses such as a virtual platform, technical and audiovisual support, equipment rental, and any additional administrative support needed to set up and manage the virtual component.

Please note that EMBO funding cannot be used to purchase the technical equipment needed to run the meeting.

Please describe what will be offered to virtual participants, such as access to live and/or recorded talks, question-and-answer sessions, poster presentations, networking activities, practical session, discussion forums, or other activities. Where applicable, indicate how virtual participants will be able to engage with speakers and in-person attendees.

Virtual registration fees must be charged. As with in-person fees, they are considered EMBO funding and are subject to the same expenditure and reporting requirements.

All costs associated with delivering the virtual component, as well as the income from virtual registration fees, must be recorded separately using the hybrid meeting financial statement template. This statement must be included in the final reports submitted to EMBO.

Please note that the maximum budget for the virtual costs of an EMBO-funded 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.

Please refer to the EMBO Organizer Guidelines for recommendations and best practices on organizing virtual and hybrid meetings.

4.3.2. Virtual format

Organizers may use an online platform or meeting management tool of their choice. EMBO

neither takes responsibility for nor endorses any online platforms or services. EMBO funding may be used to cover costs of the online platform, meeting management tools, or software necessary to host a virtual meeting.

Please note that EMBO funding cannot be used to purchase the technical equipment needed to run the meeting.

All costs associated with delivering the virtual meeting, and the income generated from the virtual registration fees, must be reported in the financial statement and submitted to EMBO.

Please refer to the EMBO meetings Organizer Guidelines for recommendations and best practices on organizing virtual and hybrid meetings.

4.4. Abstract and topic

Please provide a short **abstract** (maximum 200 words), summarizing the main themes, objectives and scientific scope of the practical course.

Choose a primary and secondary subject area from the EMBO subject areas (listed on page 3).

Describe the rational for organizing a practical course on the proposed **topic** (maximum 200 words). Explain the recent developments in the field and how the practical course will contribute to disseminating the knowledge and technologies covered. For repeat EMBO Practical Courses, please explain why the course should be held again.

Similar courses

Please list any courses on the same or closely related topic held in the past, current or upcoming year and explain how the course you are proposing will differ from them. Please consider and describe any potential overlap with other EMBO Practical Courses, or those organized by others (maximum 200 words).

If applicable - Feedback from previous EMBO-funded Course(s) or resubmission

For repeat EMBO Practical Courses, describe any improvements or changes you propose to implement based on the experience of, and feedback from, the previous edition(s). (maximum 200 words). Please list the names of the organizers of the three previously EMBO-funded Practical Courses in this series.

Please include the ID number of the previous EMBO funded Course (e.g. pc26/01)

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

If you are **resubmitting** a previously unsuccessful application, please provide its ID number **(e.g. pc26/01)** and summarise the main changes made.

4.5. Speakers/Instructors

Organizers are expected to submit an application with **at least 80%** invited speakers confirmed. Applications that do not meet this requirement are not eligible for review.

You should also list additional supporting personnel, such as teaching assistants, for the practical sessions.

Changes to the invited speaker/instructor list submitted after the application deadline will not be considered.

Please consider the following:

Number	There should be enough speakers and instructors to cover the topic in sufficient depth but without making the programme too dense.
Expertise	Invited speakers and instructors should be experienced researchers with significant expertise in the course subject.
Gender distribution	At least 40% of the invited speakers must be of the underrepresented genders. Applications that do not meet this requirement are ineligible.

Geographical diversity:

Meetings held in EMBC Member States (A – see list on page 3)	At least 50% of the invited speakers should be based in a variety of EMBC Member States. We strongly encourage the inclusion of speakers from Asia-Pacific, Africa and South America.
Meetings taking place in India, Singapore, or Taiwan	At least 33% of the invited speakers/instructors should be from Europe. We strongly encourage the inclusion of speakers from Asia-Pacific, Africa and South America.

Please use the online application form to list the invited speakers and provide the following information:

1. First Name, Last Name, Institute, City, Country.
2. Gender: Male, female, non-binary or do not want to disclose.
3. Link to the webpage of the speakers' research group.

4. Rather than citing a publication, describe in a short text (maximum 60 words) the specific topic and/or aspects each speaker will address in their talk, and explain why they were chosen to cover it. Include the speaker's ORCID.
5. For each invited speaker, please indicate whether they are:
    - confirmed: has accepted the invitation to speak
    - repeat speaker: has spoken at a previous edition of the EMBO-funded course.
    - overseas speaker: for courses held in EMBC Member States, "overseas" applies to speakers based outside EMBC Member States. For courses held outside EMBC Member States, "overseas" applies to speakers based outside the host continent
    - a researcher up to 7 years of independence

You will be asked to enter the number of **invited** speakers in each category. The percentages will be calculated automatically. All numbers must be accurate, and consistent with the details entered in the online form.

4.5.1. Tutors/Trainers/Instructors

Please list all tutors, trainers and instructors involved in teaching the course. It is understood that their names may not be known at the time of application, but please indicate how many persons will be involved. Include any invited speakers who will also supervise specific parts of the course.

Please see example below:

Name and affiliation	**List the practical sessions that they will be guiding**
XY from (University/Institute)	Practical session 1 on xyz topic

...

4.6. Programme

4.6.1. Practical work

Please describe the practical work including:

- details of the practical work participants will undertake
- a description of the available laboratory facilities
- the number and roles of the teaching staff involved in the practical sessions, including their names if known at the time of application.

Example of practical work description:

"Practical session 1. Expression of membrane proteins in HEK293/insect cells via transient transfection using GFP-fusion proteins
Duration: 2 x 3 hours
Tutors/trainers: XY and **4 people of her team**
4 groups of 4 participants supervised by 1 tutor

Practical session 2. Quality control of purified membrane protein preparations: nanoDSF and Blue Native PAGE
Duration: 1 x 3 hours
Tutors/trainers XY and **3 people of his team**
2 groups of 4 participants supervised by 2 tutors

…

Labs for practical courses (including access to beamlines, cryo-EM facility and the lecture hall) are all within the two buildings …

All participants will be informed about the relevant safety measurements before the start of the practicals and will be supervised by the tutors to assure they conduct themselves accordingly. Inappropriate or unsafe laboratory behavior will not be tolerated.

Several areas of Responsible Conduct of Research will be addressed at several levels during the course. During the practicals, the tutors will be role models demonstrating the professional responsibility of scientist to mentor less-experienced researchers. In addition, appropriate and inappropriate data representation (responsible conduct of research and research misconduct), documentation practices and data deposition according to the FAIR principles will be discussed here. We have asked the respective lecturers dealing with animal experiments, e.g., those generating antibodies, to address animal welfare.

DRAFT PROGRAMME:

Please ensure that the programme is legible by adding empty lines between days (see example below). Briefly describe what each invited speaker will contribute to their session; final talk titles are not expected at this stage. Include all planned networking activities in the programme.

E.g.:

Day	Time	Programme category	Speaker/Instructor/Tutors/Teaching Assistants/Contributions and topic of talk or session
Day 1			
	12:00	**OPENING**	
	12:15 – 13:15	**COURSE OVERVIEW**	John Bloggs
	13:15 – 13:45	**BREAK**	
	13:45 – 15:30	**THEORY I**	Basic optical principles crucial for advanced light microscopy
	13:45 – 14:30	**LECTURE 1**	Jane Doe: Diffraction, Point Spread Function
	13:45 – 14:30	**LECTURE 2**	Jane Doe: STORM
	14:30 – 15:30	**EXERCISE 1**	Jane Doe: Photon counting efficiencies
	15:30 – 16:00	**BREAK**	

	16:00 – 18:00	**PRESEN-TATIONS**	Participants: presenting their research projects (5 min each)
Day 2			
	9:00 – 12:00	**PRACTICAL SESSION 1**	John Bloggs, Jane Doe, 4 tutors. Preparation of cell lines for later analysis

4.6.2. Responsible conduct of research

EMBO sees responsible conduct of research as an essential part of researchers' training. Organizers of EMBO Practical Courses must include a dedicated session in the programme on research ethics, good research practice, and the challenges that can arise when designing experiments with the techniques taught in the course.

By the end of the course, participants should know how to:

- design reproducible experiments with appropriate sample sizes and statistically meaningful results;
- validate reagents, including antibodies, cell lines and animal models;
- use digital tools such as image processing software, statistical packages and data-mining methods, with a clear understanding of their potential and their limits;
- handle research subjects and materials responsibly, including matters of confidentiality and informed consent.

Please describe in your application how you will address these topics during the course.

4.6.3. Networking activities

EMBO believes that networking is a key component of scientific meetings. Organizers are expected to facilitate networking through dedicated activities during the course. These should include, but not be limited to poster sessions, joint meals, meet-the-speaker sessions.

Please describe how discussion and interaction between participants and speakers 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. Organizers are also discouraged from hosting expensive activities that require additional payment from participants, such as gala dinners, which often exclude attendees who cannot afford such costs.

All planned networking activities must be included in the programme.

4.6.4. Poster sessions (if applicable)

Poster sessions should last at least 90 minutes and take place in a room with sufficient space. To encourage maximum attendance, they should be scheduled with no parallel activities and, preferably, outside lunch and coffee breaks.

In the application form, please indicate 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 course
- if multiple poster sessions are planned, participants will be assigned to a specific session
- a social event will be incorporated (e.g., drinks and snacks)

4.7. Participants

EMBO Practical Courses should have no more than 25 participants, excluding speakers. Courses covering computational topics may accommodate more participants.

Further requirements:

- PhD students and Postdocs 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;
    - **participant criteria for courses 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
    - **participant criteria for courses taking place in India, 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 course taking place in a country outside Europe. 75% of the participants should be based in the continent where the course takes place
- At least 40% of participants in EMBO-funded meetings must be of underrepresented genders.
- Organizers should promote diversity and ensure that EMBO Courses & Conferences provide a safe, inclusive and welcoming environment for all speakers and participants, regardless of their individual beliefs or characteristics.

Provide an estimate of the number of participants you plan to accept and the percentage of participants based in the host country.

Please describe the criteria that will be used to select participants and provide the names and roles of those involved in the selection (e.g. organizers, speakers).

4.7.1. Travel, childcare and accessibility grants

Organizers receive an additional €7,500 to cover support for participants as described below. You do NOT need to include this in your requested amount to EMBO as it will be automatically added.

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

For courses in EMBC Countries (A, see list on page 3):

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.
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, 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.
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.
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.

For courses 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 pg.3)	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.
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, 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.
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.
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.

4.8. Organizers

Each course must have one main organizer and no more than four co-organizers. Please list each organizer's experience in organizing courses, limited to three most relevant courses.

The **main organizer** is the primary scientific contact for all correspondence after submission of the application. The main organizer is responsible for managing EMBO funds and must approve the final financial statement before it is submitted to EMBO after the meeting.

Co-organizers are scientists who play a major scientific or technical role in planning and running the course.

The **scientific organizing committee** must be **geographically and gender diverse**, and should represent the topics addressed in the course.

The **administrative contact** will be copied on all email correspondence related to the application. You may also include a **financial contact** who can be contacted for budget-related issues.

An organizer may hold multiple roles. For example, they may also serve as the administrative or financial contact.

The meeting may have a maximum of three **Local Organizers (LOs)** if it is held in a country other than that of the main organizer. LOs help with the smooth running of the meeting by managing on-site logistics and local arrangements.

4.9. Venue

Provide the address of the proposed venue and a short description of its facilities including laboratory capacity and equipment, accommodation and catering (max. 200 words). The venue should have suitable facilities, with accommodation preferably be on-site or close by. Participants and speakers should be housed in the same location or in a limited number of locations.

Accommodation should be reasonably priced. If all participants cannot be housed together, affordable alternatives must be available nearby.

Please check whether wireless internet access is available and how the venue can be reached.

Please refer to the EMBO Accessibility guidelines for guidance on selecting an accessible and inclusive venue.

4.10. Budget

Expenses

Please provide your estimates for travel, accommodation costs, local transport, shuttle services, catering, expenses related to the venue, promotion, and organization. The sums are automatically calculated. Please provide all amounts in Euros. Any expenses deemed ineligible under the EMBO funding guidelines will not be reimbursed, even if they were included in the original.

EMBO funds can be used to cover:

For **in-person courses**	- economy travel, accommodation, and subsistence costs of the speakers - on-site catering for the course - administration costs up to €4,000. - room hire, audio-visual, and IT facilities essential for the course - social activity (e.g., excursions) costs up to €3,000.
For **virtual courses**	- rental of online platform to run a virtual meeting - administrative costs up to €5,000 - room hire, audio-visual, and IT facilities rental essential for the meeting
For **hybrid courses** (*If approved by the committee €3,000 will be provided)*	- 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)

EMBO funds (which include income from registration fees), do not cover:
- overheads
- purchase of equipment
- gifts for speakers and participants
- honoraria
- dinners/meals exclusively organized for the speakers
- the cost of event management companies that exceed the maximum allowed amount (i.e. €4,000) for administration expenses
- website providers: EMBO will create the meeting website (including an online registration system), design a poster and abstract book cover at no additional charge

Income

Registration fees

Registration fees must be charged and should be set as follows (including accommodation):

- 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 per industry participants

For virtual participants:

- 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

Organizers should 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.

Funding and Sponsorship

Format	Maximum grant	Components
In person	€42,500	€35,000 core + €5,500 travel and fee waivers + €1,000 childcare + €1,000 accessibility
Hybrid	€45,500	In-person allocation + €3,000 hybrid supplement
Fully virtual	€13,500	€10,000 core + €2,500 fee waivers + €1,000 childcare; award determined case by case

Please state the amount of funding requested from EMBO. For in-person and hybrid meetings, a maximum of €35,000 of core funding may be provided in addition to €5,500 for travel grants and fee waivers, €1,000 for childcare grants and €1000 for accessibility grants. **If the committee approves your application to hold the course in hybrid format, an additional €3,000 will be allocated.** This can be included in the 'Other support" section of the budget.

Please do **not request funds for travel grants, registration fee waivers, childcare grants, and accessibility grants in your budget; these (a total of €7,500) will automatically be allocated to your meeting if funded**. Details on how these grants should be distributed to participants can be found in the organizer guidelines.

Please also state other funding sources or sponsorship that you expect to receive 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

- The EMBO Courses & Conferences Office screens all applications for eligibility (see section 2. Eligibility). Applications that do not meet the eligibility requirements are rejected by the EMBO office and are not sent to the committee for review. No modifications to applications 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. **Please note that 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 the disqualification of your application.

6. Selection criteria

The EMBO Course Committee is looking to fund practical courses that cover the latest developments and gather leading international experts.

The proposed course should not overlap with other courses in the same year.

The committee will pay attention to the following aspects:

A. TOPIC

Relevance	Significant new developments in a field should be addressed. Application for courses covering emerging and timely topics and methodologies will be prioritized. Courses in areas that are not of sufficiently general interest will not be funded. EMBO will not fund basic student courses that are traditionally offered by universities.
Selection of the techniques	The course should not focus on a single (proprietary) technique but rather present a range of relevant techniques and methods.

Overlap with similar courses	The overlap with similar courses should be minimal.

B. INSTRUCTORS AND SPEAKERS

Expertise	The speakers should be leading experts in the topic, and the instructors must have sufficient experience to lead the experimental/practical sessions.
Gender distribution	At least 40% of the invited speakers and instructors should be of the underrepresented gender.
Status	At least 80% of the invited speakers/instructors must be confirmed.

C. PROGRAMME/SCHEDULE

Structure	The time dedicated to lectures, practical work and discussions should be appropriate.
Practical sessions	Practical sessions should account for at least 40% of the total programme time.
Duration	Depending on the topic and techniques, a practical course should last between four and fifteen days.
Networking	Sufficient time should be allocated to activities that promote informal discussion and networking, such as coffee breaks, group activities, meet-the-speaker sessions, flash talks and discussion rounds. Other initiatives that encourage interaction among attendees will be viewed favorably. The committee particularly values activities that bring PhD students, postdocs and established researchers together.
Participants' presentations	Participants should be given the opportunity to present their research.
Participants' samples or data	If possible, participants should have the opportunity to bring their own samples or data.
Previous feedback *(only for repeat EMBO Practical Courses)*	In applications to repeat a previously EMBO-funded course, the committee will consider the feedback received from the previous iteration. Relevant issues raised by participants, especially critical comments, should be addressed.
Responsible conduct of research	Issues concerning **responsible conduct of research** should be addressed.

D. INFRASTRUCTURE AND LOCATION

Equipment and materials	The equipment and materials should be state-of-the-art and appropriate for the topic covered.
Housing	Instructors and participants should be housed together if possible.

7. San Francisco Declaration on Research Assessment (DORA)

EMBO is a signatory of the San Francisco Declaration on Research Assessment (DORA) and does not use publication metrics such as the Journal Impact Factor during the evaluation process (see website for further details). Applicants are asked NOT to include publication-based metrics when describing the contributions of invited speakers and co-organizers.

8. Confidentiality

Applications are confidential. A practical course is publicised only once the organizers have accepted the funding conditions.

9. Appendix I – Encouraging sustainable meetings

EMBO encourages 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/

We use a points-based system to recognise meetings that implement sustainability measures. Individual measures carry between one and five points, as shown in the table below. The cumulative score determines the meeting's ranking across three levels, reflecting the organizers' commitment to sustainability:

- 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

Suggested measures you could choose to implement to acquire a sustainable meeting label:

Measure	**Points**
Venue	
Choose a certified environmentally friendly venue e.g., EU Ecolabel, Green key **OR** 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.	5 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
Virtual or Hybrid participation	
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
Catering	
Serve only vegetarian food throughout the meeting **OR** Serve only vegetarian food on at least one day of the meeting	3 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
Travel	
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 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
CO2 Offsetting	
Offset the CO_2 footprint of your meeting by donating to off-set projects*	1
Innovative ideas to offset the CO2 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 CO2 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 electronically through the meeting website and, if necessary, to print only a minimum number of copies. The abstract book can be exported from the EMBO-provided meeting website and made available there as a password-protected PDF.

Promotional material: EMBO provides promotional materials for the meetings it funds. We have sourced them as sustainably as we can and chosen items that remain useful after the event. To keep waste low, please order only what you need and encourage participants to reuse their bags and notebooks.

Advertising: Organizers are encouraged to opt for digital advertising using the poster EMBO provides and use the social media handles we create.

Reduce the environmental impact of traveling: Encourage participants to use local public transport and provide travel information and directions. Organize joint activities at locations reachable on foot or by public transport.

Raise awareness: Inform participants about the sustainability measures you are adopting. At the end of the meeting, ask participants for feedback and suggestions.