EMBO Courses & Conferences

Satellite Meeting Guidelines

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EMBO provides funding for satellite meetings organized in connection with an EMBO-funded Course or Conference. These meetings are intended to extend the reach and impact of the main event by engaging the local scientific community, fostering knowledge exchange, and creating networking opportunities.

Funding support

A maximum of €2,000 is available per satellite meeting.

Satellite meetings must take place immediately before, after or during the main EMBO event.

Satellite meetings must not interfere with the main EMBO event or its associated activities.

Typical format

Funded satellite meetings generally follow this format:

- A one-day symposium, often hosted at a local institute.
- The program may include scientific talks, roundtable discussions, or panel sessions.
- Speakers typically include participants from the main EMBO Course or Conference, as well as local scientists.
- Networking opportunities, especially for local early career researchers, (e.g. during coffee breaks or designated sessions) should be part of the program.

Alternative formats are also considered. For example, one previously funded event featured a series of talks (one per day over a week) by speakers from an EMBO Practical Course at a local institute.

Note: Satellite events must not affect the participation of speakers in the EMBO-funded event, including networking and social activities. EMBO does not support multi-day satellite meetings or those resembling a full-scale conference.

Application process

To apply, organizers must submit a proposal (max. 2 pages) to the EMBO Courses & Conferences Office at courses_conferences@embo.org, including:

- Proposed programme
- List of speakers, clearly indicating which ones are also participating in the main EMBO event
- Estimated number of participants (targeting the local scientific community, but broader audiences are welcome)
- Budget proposal detailing how the EMBO funds will be used

Expenses

Eligible expenses

- Additional accommodation nights for main event speakers staying to participate in the satellite meeting
- Transportation for speakers to the satellite venue
- Meals for speakers
- Audio-visual services for the meeting

Note: Other costs (within the limit of €2,000) may be considered upon prior consultation and written approval from the EMBO Office. You can contact the team at courses_conferences@embo.org

Ineligible expenses

- Travel or accommodation for speakers not attending the main EMBO-funded Course or Conference
- Stationery, giveaways, or promotional materials

Event naming and branding

- The title of the satellite meeting should reflect its scientific focus but must not include EMBO branding.
- Do not use titles such as “EMBO Satellite Meeting” or “EMBO Symposium”.
- EMBO must only be acknowledged as a funder, not as the organizer or branding partner.
- EMBO provides a poster template. The EMBO logo should appear only at the bottom to indicate funding support. Logos of additional funders may be added alongside.

Website and registration

EMBO does not provide websites or registration systems for satellite meetings.
If organizers create their own, a link to the satellite meeting can be added to the main event’s EMBO-hosted website.

Reporting requirements

Satellite meeting details must be included in the final report for the EMBO-funded Course or Conference. This includes:

- A summary of the satellite meeting
- A financial statement outlining the use of satellite meeting funds

Reporting is due within three months after the main event ends. The satellite meeting funds will be transferred together with the final payment for the main EMBO Course or Conference, upon approval of all reporting documents.

For any questions, please contact the EMBO Courses & Conferences Office at courses_conferences@embo.org