

## EMBO Global Lecture Series Terms and Conditions

As part of EMBO's initiative to catalyse interactions between scientists worldwide, EMBO supports series of two or more lectures given by leading researchers. EMBO provides **up to €3,500** towards the travel expenses and accommodation of the speaker. The lectures must take place in different cities or, in the case of Singapore, at different research institutions or scientific conferences.

### Application:

Applications can be submitted by the speaker or the host **at least 4 months** prior to the start date of the series. Decisions on funding will be made within 2 weeks. Please use the form provided on our [website](#).

### EMBO Global Lectures Series taking place **in Europe**:

The lecture series should take place in an **EMBC Member State**.

#### The speaker should be:

- An EMBO Associate Member hosted by European researchers.
- A leading life scientist based in Chile, India, Singapore, Taiwan or Japan hosted by at least one EMBO Member, EMBO Young Investigator or EMBO Installation Grantee in Europe.
- A scientist based in Chile, India, Singapore or Taiwan who is an invited speaker at an EMBO Course or Workshop taking place in Europe.

### EMBO Global Lectures Series taking place **beyond Europe**:

The lecture series should take place in **Chile, India, Singapore, Taiwan or Japan**.

#### The speaker should be:

- An EMBO Member
- An EMBO Young Investigator

### Costs covered by EMBO:

- In/outbound flight (economy\*\*)
- Train (2<sup>nd</sup> class) or domestic flights (economy\*\*)
- Accommodation for the duration of the lecture series
- Meals for the speaker and the host on lecture dates (up to €100 per visit)

### Costs expected to be covered by the host:

- Local transport (e.g., airport shuttle, taxis)

### Reimbursement:

- Please use the travel expense claim form provided on our website.
- Within the form, be sure to complete both the Report and Expense Claim tabs.
- The speaker and the host can each claim their own costs separately, as long as the total amount does not exceed **€3,500**.
- No refund can be made if the trip is cancelled. Please take the necessary precautions.

- EMBO needs to receive the **original signed claim form and all original invoices/receipts and boarding passes by e-mail**. Speakers/hosts must keep the original documents for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.
- Expenses should be specified in the original currency.
- To have your expenses reimbursed as quickly as possible, please ensure that you state your bank details **fully and clearly** on the expense claim form and sign it.

#### **Insurance and Personal Liability:**

- Speakers are strongly encouraged to obtain appropriate insurance coverage for the duration of their lecture series.
- This includes, but is not limited to, travel insurance for lost, stolen, or damaged personal items, as well as medical and emergency assistance insurance.
- EMBO does not provide insurance coverage for speakers or hosts and cannot assume responsibility for personal belongings, health-related expenses, or any losses incurred during travel.
- Speakers should ensure that their insurance is valid in all countries visited as part of the lecture series and that it provides adequate protection for unforeseen circumstances.

#### **\*\* Travel disclaimer:**

- **Fare type:** Only standard economy travel can be reimbursed. Any additional purchases or upgrades, including but not limited to seat selections, extra legroom, priority boarding, in-flight meals or beverages not included in the base ticket price, baggage fees beyond standard allowance, or any other optional add-ons, are the speaker's personal expense and will not be reimbursed.
- **Upgrading travel:** Upgrade to premium economy or business class is possible if the speaker or the host is willing to cover the upgrade
- **Meals:** Only meals incurred on the day of the lectures are eligible for reimbursement, up to a maximum of €100 per location.
- **Invoicing:** Only the economy price can be reimbursed by EMBO, thus please always submit the initial economy airfare, e.g. as a screenshot from the air company website on the date of purchase, when sending your travel claim. No reimbursement can be made if only the upgraded class fare is indicated on the invoice.