

## Terms and Conditions

### EMBO Global Lecture Series in Europe

As part of EMBO's initiative to catalyse interactions between scientists worldwide, EMBO supports series of two or more lectures in Europe given by a non-European leading researcher. EMBO provides **up to €3,500** towards the travel expenses and accommodation of the speaker. The lectures can take place in different research institutions or at scientific conferences.

For Global Lectures Series taking place in Europe, the speaker should be:

- A) A leading life scientist based in an eligible country outside Europe\* hosted by at least one EMBO Member, EMBO Young Investigator or EMBO Installation Grantee in Europe
- B) An EMBO Associate Member (i.e. EMBO Member based outside Europe\*) hosted by European researchers
- C) A scientist from an eligible country outside Europe\* who is an invited speaker at an EMBO Course or Workshop taking place in Europe

#### Costs covered by EMBO:

- in/outbound flight (economy\*\*)
- train (2<sup>nd</sup> class) or internal flights (economy\*\*)
- accommodation
- meals for the speaker and the host (up to €100 per visit)

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

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

#### 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.

#### Reimbursement

Please use the Travel expense claim form provided on our website. The speaker and the host can each claim their own costs separately, as long as the total amount does not exceed €3,500.

EMBO needs to receive the **original signed claim form and all original invoices/receipts and boarding passes by post**, but electronic receipts and electronic boarding passes are accepted by e-mail.

To have your expenses reimbursed as quickly as possible, please ensure that you state your bank details **fully and clearly** on the claim form. Expenses should be specified in the original currency.

\*Eligible non-European countries:

Brazil, Canada, Chile, China, India, Japan, Singapore, South Korea and Taiwan

\*\* Top-up to business class is possible if the speaker or host is willing to cover the upgrade. 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) when sending your travel claim. **No reimbursement can be made if only business class fare is indicated on the invoice.**