

EMBO Courses & Workshops Programme

Application guidelines

Workshops
Practical Courses
Global Exchange Lecture Courses

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Application deadlines:

1 March and 1 August annually

EMBC Member States: Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, and United Kingdom

EMBC Associate Member States: India, Singapore

Cooperating Partner: Ministry of Science and Technology of 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

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Application guidelines for organizers of EMBO Practical Courses, EMBO Global Exchange Lecture Courses and EMBO Workshops

Applications to organize an EMBO Practical Course, an EMBO Global Exchange Lecture Course or an EMBO Workshop are accepted via the EMBO online system. Application deadlines are **1 March and 1 August**. 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_workshops@embo.org.

Eligibility

Applications must meet the following criteria to be accepted:

- Applications for practical courses and workshops must cover a topic from the life sciences (see EMBO subject areas on first page).
- Scientists from anywhere in the world are eligible to apply, independent of their nationality.
- Practical courses and workshops must take place in an EMBC Member State, an EMBC Associate Member State or in a cooperating partner country (see list on first page), while organizers can be based anywhere.
- Global Exchange Lecture courses can only take place in an EMBC Associate Member State or in a cooperating partner country (see list on first page).
- During 2017 applications for organizing meetings in Chile will exceptionally be considered.
- If you wish to organize a meeting in a country that is not listed, please contact the EMBO office.

Please note: For repeating practical courses and workshops a new application is required for each individual meeting within a series. Each application for funding of a meeting within a series will be evaluated competitively.

Application process

Applications to organize an EMBO Practical Course or Workshop are submitted via an online application form.

Timeline

| | |
|---------------------------------|---------------------------|
| First deadline for application | 1 March, 14:00 CET |
| Committee meeting | May 2017 |
| Results announced to applicants | end of May 2017 |
| Second deadline for application | 1 August 2017, 14:00 CEST |
| Committee meeting | October 2017 |
| Results announced to applicants | end of October 2017 |

Organizers are advised to apply at least 12 months before the proposed date of the practical course or workshop to ensure sufficient time for the proper advertising and promotion of the meeting if the application is accepted for funding.

Please do not contact the committee members directly. This may lead to your application being excluded from the review process.

Application procedure

- All incoming applications are screened by the EMBO office to ensure eligibility requirements are met.
- Each application is assigned to two members of the Course Committee for evaluation.
- Final decisions on the awarding of support for the meetings are made by the EMBO Course Committee in May and September/October each year.
- All applicants are informed of the outcome of their application by email shortly after the committee meeting.

Application forms

The application includes an online form as well as an offline application form (a PDF form to download), both of which must be completed.

In the online form, you will be asked to provide:

- A list of the organizers, specifying their role, e.g. main organizer, co-organizer, administrative or financial contact
- Proposed title and topic of the meeting
- Reasons for holding a meeting on the proposed topic
- Information on any competing or similar meetings held in the current, proposed or following year
- Proposed date and location of the meeting
- Selection criteria and number of participants
- Draft budget

Please download the offline form (PDF form) from our website and fill out following the guidelines below. The form should be saved in PDF format for upload via the online system.

In the offline form you will be asked to provide:

- A list of proposed speakers/instructors
- A draft programme.

Online application form

ORGANIZERS

The number of organizers should not exceed five. Please list for each organizer their respective experience in organizing courses or workshops.

It is expected that the organizing committee rotate for repeat EMBO Workshops, with no one scientific organizer involved with organizing more than three consecutive workshops (this rule does not apply for EMBO Practical Courses or EMBO Global Exchange Lecture Courses).

The **main organizer** is the primary contact for all correspondence after submission of the proposal. **Co-organizers** are scientists who have major scientific/technical involvement in the planning and execution of the meeting. Co-organizers should be from more than one institute.

The **administrative contact** will be copied on all email correspondence related to the application. Additionally, you may add a **financial contact** who can be contacted for budgetary issues.

Multiple roles for one person are acceptable, e.g. one of the organizers may also be the administrative or financial contact.

MEETING TYPE AND PROPOSED TITLE OF MEETING

EMBO funds EMBO Practical Courses, EMBO Workshops and EMBO Global Exchange Lecture Courses. When completing your application, please ensure you choose the correct type. The scientific title of the meeting should be no longer than ten words.

EMBO Practical courses

EMBO Practical Courses provide training in emerging techniques, taught by experts. Practical Courses support the transfer of new methodologies, enabling participants to implement novel techniques in their home laboratories. A practical course typically has 20 – 25 participants (generally advanced PhD students or postdoctoral researchers) and lasts between 4 and 10 days.

EMBO Workshops

EMBO Workshops are meetings that cover different and evolving aspects of life science related subject areas and bring scientists together to present and discuss their latest findings. Workshops may alternate with corresponding meetings held outside of Europe, facilitating interactions between scientists based in Europe and beyond.

Workshops should have between 80 to 450 participants and last a minimum of 2.5 days.

EMBO Global exchange lecture courses

EMBO Global Exchange Lecture Courses are aimed at teaching participants, primarily PhD students and postdoctoral researchers, providing them with background in relevant and timely scientific topics. EMBO Global Exchange Lecture Courses can last between 3 and 10 days, and include up to 120 participants. They should provide sufficient time for discussion groups, poster sessions and journal clubs. Underlying concepts of a particular field should be made accessible to participants with varying scientific background.

MAJOR OBJECTIVES

Please provide a short **abstract** (max. 200 words), stating the principal themes and objectives of the event. Describe the meeting with **five scientific keywords** and choose a primary and secondary subject area from the EMBO subject areas (listed on the first page).

Reasons for holding a meeting on the proposed topic

Please outline the reasons for organizing a meeting on the proposed topic in the near future (max. 200 words), describing recent developments in the field and how the meeting would contribute to the advancement of the research field.

For repeating EMBO Courses and Workshops, please state why the meeting should be repeated.

Similar events

Please mention any events on the same theme held in the past, current or following year and outline how the event you are proposing will differ from those. Please consider any overlap with other EMBO Courses and Workshops, or those organized by CSH, FEBS, GRC, Keystone etc. (max. 200 words).

If applicable – Feedback from previous EMBO funded meeting(s) or resubmission

For meetings previously funded by EMBO, describe any improvements or changes you propose to implement based on the experience of, and feedback from, the previous meeting(s) (max. 200 words). For **resubmission** of a previously unsuccessful proposal, please state the ID number of the previous proposal and list the main adjustments that you have introduced.

PROPOSED DATES AND LOCATION

The duration of the meeting should allow the topic to be covered in sufficient depth. The minimum duration of a typical workshop is 2.5 days, that of a practical course is 3 days (up to 10 days), and that of a global exchange lecture course is 3 days (up to 10 days).

Provide the dates and the address of the proposed location and a short explanation why you chose that particular venue. The venue should have suitable facilities and preferably accommodation should be onsite or close by. Please comment in particular on the audio-visual/technical set-up, the availability of wireless internet access and the distance from the closest international airport(s). For a practical course, also describe the available laboratory facilities (max. 200 words).

Briefly describe the type(s) of accommodation and how participants are expected to commute to and from the venue (max. 200 words).

PARTICIPANTS

The approximate number of participants for EMBO funded meetings should be as follows:

- Not more than 25 participants (excluding speakers) for EMBO Practical Courses
- Greater than 80 (up to 450) participants for an EMBO Workshop
- Up to 120 participants for an EMBO Global Exchange Lecture Course

The following further guidelines apply:

- Scientists at an early stage of their career 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 group.
- Significant regional bias should be avoided, e.g. not more than 25% of participants should be from the host country. This requirement is waived for meetings taking place in associate and partner countries.
- When selecting participants, you are requested to consider EMBO's commitment to a reasonable gender balance in all activities.

Please describe what criteria will be used to select the participants and who will make the selection (e.g. organizers, speakers, session chairs etc.). State their names and affiliation.

Provide us with an estimate of the number of participants you plan to accept and the percentage of participants who are based in the country where the meeting is taking place.

Please also describe how discussion and interaction between participants will be stimulated (max. 100 words).

POSTER SESSIONS (if applicable)

Poster sessions should be held at a time that encourages maximal attendance, ideally not during lunch or coffee breaks, with no other activities taking place in parallel, and should be held in a room with sufficient space, for at least 90 minutes. At least two poster sessions, each of at least 90 minutes duration, are expected for a meeting with more than 150 participants.

The form requires you to tick if the following applies to your poster session:

- Sufficient space for poster session available
- The venue for the poster session is close to the lecture hall
- The posters will be displayed throughout the meeting
- In case multiple poster sessions are planned, participants will be assigned to a specific session
- A social event will be incorporated

PRACTICAL WORK (for practical courses only)

Details of the practical sessions (500 words) should be provided.

BUDGET

Expenses

The form requests your estimates for travel, accommodation costs, local transport or shuttle services that you want to provide, catering, expenses related to the venue, promotion and organization. The sums are automatically calculated.

EMBO funds can be used to cover:

- Economy travel, accommodation and subsistence costs of the speakers;
- Onsite catering for the meeting;
- Reasonable administration costs – a maximum €4,000 of the EMBO funds and registration fee income can be used to cover secretarial/administration costs;
- Room hire, audio-visual and IT facilities essential for the workshop;
- Materials and consumables for practical courses.

EMBO funds cannot be used to cover gifts, honoraria and dinners/meals exclusively organized for the speakers.

In addition to the requested funds, EMBO provides €2,000 for travel grants for scientists of any nationality working in India, Singapore or Taiwan to participate in meetings in EMBC Member States. (see cover).

For events in India, Singapore or Taiwan or in non-EMBC/non-cooperation partner countries EMBO provides €2,000 for travel grants for participants of any nationality working in EMBC Member States.

Income

Registration fees

The maximum registration fee allowed for EMBO Workshops is: €450, excluding accommodation. Participants from industry should be charged a minimum of €600.

The maximum registration fee for an EMBO Practical Course or EMBO Global Exchange Lecture Course should not exceed: €400 (> 5 days in length) and €250 (< 5 days in length), including accommodation. Participants from industry should be charged a minimum of €1000.

Sponsorship

Please state the amount of funding requested from EMBO. For meetings held in EMBC Member States and Associate Member States (see cover page) a maximum of €35,000 may be provided, from which €1,500 have to be allocated to fund travel grants. For meetings held outside the EMBC Member States and Associate Member States the maximum is €20,000. Please also state other sponsorship that you expect and list any non-monetary support. Ensure that all sponsors understand that they cannot be mentioned in the title of the meeting, but can be acknowledged on the web site and the poster. Sponsors who provide 20,000€ or more towards the meeting can also be recognized as co-sponsors.

State the name of the 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.

Offline application form

SPEAKERS/INSTRUCTORS

Applicants/organizers are expected to apply with a complete programme and a confirmed list of speakers, rather than a wish list. If speakers are unconfirmed, there is only a minimal chance of the proposal being accepted.

- There should be enough speakers to cover the topic in sufficient depth without making the programme overly dense.
- A minimum of 50% of the invited speakers should be based in EMBC Member States (see cover).
- At least 30% of the speakers must be women. If there is a lower proportion, a justification must be provided. Applications with a lower percentage are generally not successful.
- It is expected that at least 50% of the speakers are different between subsequent events in a repeating workshop series. This rule does not apply to practical courses.

If many speakers are unconfirmed chances of being funded are low.

Please list the speakers (name, affiliation, status (confirmed/unconfirmed), repeat speaker (if they spoke at a previous event of the same series funded by EMBO), career stage (young

investigator/established investigator) and gender).

The number and percentages for each category will be calculated automatically.

PROGRAMME

Workshops

EMBO expects that junior researchers have an opportunity to present their results and to network with the speakers. Speaking time slots should be reserved for talks selected from submitted abstracts. 'Meet the speaker' sessions should be organized to provide additional networking opportunities.

The draft programme should be organized by day > session (time) > type of presentation > speaker name, tentative title (replacement if unconfirmed), for example:

| Day | Time | Speaker /session title/ topic |
|-----|---------------|---|
| 1 | | Session on Chromatin Dynamics |
| | 11:00 – 12:00 | Keynote lecture: Joe Bloggs: “My life with the nucleosome” |
| | 12:00 – 12:15 | Short talk : Mario Rossi: “Heterogeneous histone methylation steps detected in vivo.” |
| | 12:15 – 13:15 | Lunch break |
| | 13:15 – 15:15 | Poster session |
| | 15:15 – 16:00 | Panel discussion: Joe Bloggs, Jane Public and Mario Rossi: “How to deal with acetylation” |

Practical courses

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 to enable participating students to implement novel techniques in their home laboratories. Approximately 20 (25 max) participants should be accepted. Participants are generally early-stage postdoctoral researchers and advanced PhD students. The ratio of instructors to students should be sufficient to allow all participants to get good tutoring in the techniques/subject presented, normally the ratio should be close to 1:5.

When planning the course, organizers are advised to:

- Encourage students to bring their own samples/data (where appropriate);
- Provide students with theoretical background material including selected references, in addition to the programme, well in advance of the course;
- Ensure that instructors give a briefing at the beginning of each day;
- Ensure that instructors and speakers stay for the entire duration of the course;
- Ensure that accommodation for instructors and students is in the same facility;
- Include round table discussions in the course programme;
- Include poster sessions and/or student presentations in the programme;
- Ensure that at least 40% of the programme comprise practical sessions.

EMBO Global Exchange Lecture Courses

EMBO Global Exchange Lecture Courses are aimed at teaching participants, primarily PhD students and post docs, providing them with background in relevant and timely scientific topics.

EMBO Global Exchange Lecture Courses can be between 3 – 10 days in duration for up to 120 participants, providing sufficient time for discussion groups, poster sessions and journal clubs. Underlying concepts of a particular field should be made accessible to participants with varying scientific background.

Please do not forget to upload the speakers list and programme as a pdf via the online form.

When uploading the offline PDF form, please make sure that the file is complete, i.e. including both speakers list and programme.

Selection

The EMBO Course Committee is looking to fund workshops and practical courses that cover the latest developments and assemble the best experts worldwide. Applications should be timely, non-overlapping with other meetings in the same year, and as complete as possible. The committee will pay special attention to the following aspects:

SCIENTIFIC PROGRAMME

- Is the topic interesting or novel or is it adding new aspects or an interesting combination of topics? (please note: EMBO does support repeats of meetings that have been successfully held and were supported by EMBO or otherwise)
- Is the topic already covered by other meetings (EMBO or otherwise) close in time? (please note: EMBO does support meetings that alternate with meetings held in the US or elsewhere in other years)
- Is the topic covered in sufficient depth and breadth?
- Does the list of speakers represent the leaders in the field?
- Is there a minimum of 30% female speakers invited (accepted)?
- Will some of the speakers be selected from the submitted abstracts, such as to give junior researchers and others a chance to present their results?
- Is there a good representation of geographical areas in the speakers list?

NETWORKING ASPECTS

- Is sufficient time dedicated to the scheduled poster session? Is it stand-alone?
- Is sufficient time dedicated to networking opportunities, such as joint dinners, coffee breaks, group activities, meet the speaker session, flash talks, discussion rounds?

ADDITIONAL ASPECTS CONSIDERED FOR PRACTICAL COURSES

- Topics supported must be cutting edge. Courses in areas that are not of sufficient general interest will not be funded.
- A relatively broad range of techniques should be covered.
- The equipment and materials should be state-of-the-art and appropriate to the topic.
- Instructors and students should be housed together if possible.

Each application is reviewed in depth by at least two members of the EMBO Course Committee. The final decision is made by the entire committee.

Confidentiality

All applications are treated in confidence and only publicized following acceptance of the funding conditions by the organizer.

The EMBO Courses & Workshops office should be contacted with any questions concerning applications.

Contacting individual members of the EMBO Course Committee to influence the decision process will result in disqualification of the application.