

EMBO Courses & Workshops Programme

Organizer guidelines

Workshops

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About

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.

Funding

The maximum funding available for an EMBO Workshop is €37,000 (€33,500 of core funding plus €3,500 exclusively for travel grants). The maximum amount of funding available for EMBO Workshops in non-EMBC/non-cooperation partner countries is €22,000 (€20,000 of core funding plus €2,000 exclusively for travel grants). Decisions on the amount of funding are made on a case-by-case basis. Organizers are therefore required to justify all major costs in the budget section of the application form. It is expected that participants (other than the speakers) will pay for their travel, accommodation, and a modest registration fee. EMBO funds must not be used to cover *per diem* expenses, gifts, poster prizes, or dinners organized exclusively for speakers.

EMBO funds can be used to cover:

- travel (economy), accommodation and subsistence costs of the speakers;
- catering costs during the meeting;
- room hire, audiovisual and IT facilities essential for the workshop.

In order to reduce environmental impact, organizers are encouraged to consider distributing the abstract book in electronic format via the workshop website and to print only a minimum number of hardcopies, if necessary.

It is understood that, as an organizer, you do not render any services on behalf of EMBO. The organizing institution is responsible for the EMBO Workshop. It is supported by EMBO with a grant, provided that the event is organized as described in the initial application (except for any further modifications that are subsequently approved in writing by EMBO), and that promotion of the event and submission of the final documentation complies with the funding conditions.

Payment of the grant

The funds will be transferred to the account specified by you and to which you have access. EMBO will not be able to transfer the funds to 3rd parties. We recommend that you open a separate account, preferably at your institute, with the name of the Workshop (but please do not use the term EMBO in the naming of the account, since this implies to our auditors that this account is managed by EMBO).

50% of the allocated funding will be transferred to organizers approximately four months prior to the start of the workshop. EMBO must be notified of any significant changes to the workshop budget and/or scientific programme after it has been initially approved.

Once the final financial statement and reports have been approved by EMBO, the remaining funds (up to 50% of the allocated funding plus the amount spent on travel grants) will be transferred. Please list the travel grant recipients separately in the final report.

The final documentation has to be submitted to EMBO within three months following the end date of the workshop. Failure to do so will result in the final payment being forfeited.

EMBO reserves the right to claim unspent funds based on the financial statement.

Travel grants

a) For events in [EMBC Member States](#), EMBO provides €1,500 in travel grants (organizers may allocate additional funds from other sponsorship). The EMBO travel grants shall be allocated on the basis of the quality of the abstract submitted, with priority given to scientists from the countries listed below. Travel grants may be awarded to participants from anywhere only after qualified applicants from priority countries have been considered. All applicants have to justify the reasons for applying for a travel grant. A maximum of €500 per travel grant can be awarded. At the organizer's discretion, the amount of the travel grant can be lowered to include more participants.

Priority should be given to participants of any nationality working in laboratories in:

Croatia, Czech Republic, Estonia, Greece, Hungary, Italy, Malta, Lithuania, Poland, Portugal, Slovakia, Slovenia, Spain and Turkey as well as from lower income economies.

An additional €2,000 is allocated to travel grants **exclusively** for participants of any nationality working in laboratories in [India, Singapore and Taiwan](#). A maximum of €1,000 per travel grant can be awarded. At the organizer's discretion, the amount of the travel grant can be lowered to include more participants.

b) For events in [EMBC Associate Member States and co-operation partner countries](#), EMBO provides €1,500 in travel grants (organizers may allocate additional funds from other sponsorship). The EMBO travel grants shall be allocated on the basis of the quality of the abstract submitted. All applicants have to justify the reasons for applying for a travel grant. A maximum of €500 per travel grant can be awarded. At the organizer's discretion, the amount of the travel grant can be lowered to include more participants.

An additional €2,000 is allocated to travel grants **exclusively** for participants of any nationality working in laboratories in [EMBC Member States](#). A maximum of €1,000 per travel grant can be awarded. At the organizer's discretion, the amount of the travel grant can be lowered to include more participants.

c) For events in non-EMBC/non-cooperation partner countries EMBO provides €2,000 in EMBO travel grants. This amount is reserved **exclusively** for travel grants for participants of any nationality working in laboratories in [EMBC Member States, EMBC Associate Member States and co-operation partner countries](#). A maximum of €1,000 per travel grant can be awarded. At the organizer's discretion, the amount of the travel grant can be lowered to include more participants.

d) Organizers may consider to award fee waivers to applicants from lower income economies.

Travel grants can be used to cover travel, accommodation, visa costs and/or registration fees.

Registration fees

- may be charged up to a maximum of €550 per academic participant (excluding accommodation);
- should be charged at a minimum of €700 for participants from industry (excluding accommodation);
- should be paid directly to the organizer (or the organizer's nominee) and included as income in the final financial statement (please note that EMBO does not collect registration fee payments);
- must be waived for one EMBO editor registered for the workshop (the editor will cover their own travel and accommodation expenses);
- may be waived for editorial staff from other scientific journals who attend a workshop.

Participants

When selecting speakers and participants, organizers are requested to ensure a wide geographical representation and gender balance. At least two-thirds of the participants should be based in [EMBC Member States](#) with no more than 25% of participants residing in the country where the workshop is being held. In the case of workshops held in [EMBC Associate Member States](#) or [cooperating partner countries](#) a greater representation of scientists based in the respective continent/country is encouraged. Participants should not be restricted to pre-defined participants (whether this be an EU-network or other defined groups).

Speakers

When selecting speakers, organizers are requested to ensure a wide geographical representation without bias towards the host country. There must be a minimum of 30% invited speakers of the underrepresented sex. 50% of the speakers should be based in EMBC Member States or Europe. Re-applications for workshops that previously had an excessive gender imbalance will generally not be successful. Both established and early stage group leaders/investigators (researchers with a maximum of 5 years of experience as principle investigator) should be included in the speaker list.

Lectures

[EMBO Young Investigator Lectures](#)

The EMBO Young Investigator Programme offers workshop organizers the opportunity to apply for support of a lecture to be given by an EMBO Young Investigator.

Please note that only current EMBO Young Investigators are eligible. A listing can be found on the [EMBO website](#).

Maximum funding: €800 (within Europe) and €1,200 (outside Europe).

Please complete the [application form](#) and send it to the EMBO Young Investigator office (yip@embo.org).

[EMBO Science Policy Lectures](#)

The EMBO Science Policy Programme offers workshop organizers the opportunity to include a non-scientific talk from a scientist, sociologist, ethicist or journalist.

The lecturer must hold a presentation on 'Science Policy' issues.

Maximum funding: €1,000 (within Europe) and €2,000 (outside Europe).

Please complete the [application form](#) and send it to the EMBO Science Policy office (policy@embo.org).

[EMBO Women in Science Lectures](#)

EMBO offers workshop organizers the opportunity to include a talk addressing issues related to women in science.

The lecturer must hold a presentation on 'Women in Science' issues.

Maximum funding: €800 (within Europe) and €1,200 (outside Europe).

Please complete the [application form](#) and send it to the EMBO Women in Science (women@embo.org).

Poster Prize

EMBO Press offers a limited number of poster prizes each year. If you would like to request a poster prize for the workshop please contact publishing@embo.org.

EMBO funding cannot be used to cover poster prizes.

Advertising & co-funding

The workshops must be entitled "EMBO Workshop". All materials must include the EMBO logo and the EMBO Workshop stamp prominently. The website and poster must also include the [EMBO Workshop stamp](#). The EMBO Press logo must be included as a sponsor on the website. Sponsors cannot be mentioned in the title of the meeting, but can be acknowledged on the website and the poster. Sponsors who provide €20,000 or more towards the meeting can also be recognized as co-sponsors. The co-sponsors' logos can be displayed prominently on the website.

EMBO does not consider funding workshops when the other co-funder insists on the proceedings being published (although publications can arise from EMBO Workshops, provided that all contributions are given voluntarily).

All EMBO Workshops are advertised on the EMBO poster, EMBO website and social media channels and through selected other print and online media.

Additional advertising is left at the organizer's discretion. It is a strict condition of EMBO support that any additional publicity, as well as the programme and abstract book, should clearly indicate that the meeting is an EMBO Workshop, without subtitles relating to previous similar meetings or other organisations.

Poster and website

EMBO will create the workshop website (including online registration), design a poster and abstract book cover at no additional charge. Full details will be supplied to organizers shortly after acceptance of the funding conditions has been confirmed.

Promotional items

EMBO will provide you with meeting bags and pens at no added cost. You will be contacted shortly before the meeting for further detail regarding the number of participants and the shipping address. There may be additional promotional materials added.

Participant feedback

If EMBO creates and hosts the website for workshop, feedback from all participants is automatically collected after the meeting. Participants who filled out the questionnaire automatically receive their certificate of attendance via email. Organizers will have access to the anonymised feedback forms.

Should you be using your own registration system, EMBO will request a complete list of participants, including speakers. They will be contacted by EMBO with the request to fill out the feedback questionnaire. Organizers will have access to the anonymised feedback forms.

Final documentation

- Short report (1–2 pages) about the workshop, including a short scientific overview, participants' reaction to the location and organization, and any other relevant comments.
- Final financial statement, which should include all income and expenditure for the workshop. Please note that the organizer must retain receipts for ten years after the workshop, for auditing purposes.
- Total number of applicants, and the number, gender, nationality and country of residence of academia & industry participants, and of instructors and speakers.
- Programme and/or abstract book (preferably electronic).
- If applicable: List of travel grant and registration fee waiver awardees (including name, institute, nationality (if known), country of residence and amount awarded for travel grants). Please note that the organizer must retain receipts for ten years after the workshop, for auditing purposes.

All above documentation must be submitted to EMBO within three months following the end date of the workshop. Failure to do so will result in the final payment being forfeited.