

India I EMBO  
Symposia



**IndiaAlliance**  
**DBT wellcome**

**Organizer guidelines &  
Funding conditions**

## Table of Contents

About	3
Funding	3
Payment of the EMBO and India Alliance grants	4
Travel grants	4
Child care grants	4
Registration fees	5
Participants	5
Speakers	5
Lectures	5
Poster Prize	6
Advertising & co-funding	6
Poster and website	6
Promotional items	7
Participant feedback	7
Data protection	7
Final documentation	7

## About

India I EMBO Symposia are held in India and are co-funded by The Wellcome Trust/DBT India Alliance (hereafter 'India Alliance') and EMBO.

The purpose of these meetings is for young researchers to interact with highly acclaimed international scientists.

The meetings are envisioned to address discovery and innovation through an interdisciplinary approach, with the speakers and participants discussing important global challenges, such as health, agriculture, energy and climate change, in the context of the life sciences.

The meetings shall be:

- Small, with about 10 leading international and up to 5 national/regional experts as speakers and about 50-75 top students/postdocs/early and mid-career faculty as participants.
- Multidisciplinary: designed to bring together different kinds of experts - basic scientists, clinicians, public health researchers, engineers, etc.
- About 3 days long; may be preceded by a 1-day satellite session on techniques or background relevant to the meeting theme.
- Focused on frontier, pioneering and interdisciplinary areas of life sciences.
- Expected to result in a position paper to catalyze new research in India.

## Funding

The maximum core funding available for an India-EMBO Symposium is **€57,000**

In addition to the requested core funds, EMBO and India Alliance provide:

- a maximum of **€2,000** that can only be used for **travel grants**. It is recommended to give a maximum of €500 per grant.
- a maximum of **€1,000** that can only be used to offset additional **child care costs** incurred by participants or speakers when participating in the meeting. Eligible costs include fees for a caregiver or child-care facility, travel costs for a caregiver, or travel costs for taking the child to the meeting etc. It is recommended to give a maximum of €500 per grant.

You do not have to request these in your budget, the travel and child care grants will automatically be allocated to your event if funded.

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 and India Alliance funds can be used to cover:

- travel, accommodation and subsistence costs of the speakers;
- catering costs during the meeting;

reasonable administration costs – a maximum of €5,500 of the EMBO and India Alliance funding and registration fee income can be used to cover secretarial/administration costs.

- room hire, audiovisual and IT facilities essential for the symposium.

EMBO and India Alliance funds do not cover overheads.

In order to reduce environmental impact, organizers are encouraged to consider distributing the abstract book in electronic format *via* the symposium 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 or India Alliance. The organizing institution is responsible for the **India I EMBO Symposia**. It is supported by EMBO and India Alliance 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 India Alliance), and that promotion of the event and submission of the final documentation complies with the funding conditions.

## Payment of the EMBO and India Alliance grants

The funds will be transferred to the account specified by you and to which you have access. The grants cannot be transferred to 3<sup>rd</sup> parties. We recommend that you open a separate account, preferably at your institute, with the name of the Symposium (but please do not use the term EMBO or India Alliance in the naming of the account, since this implies to our auditors that this account is managed by EMBO).

India Alliance and EMBO will each provide half of the total fund approved. 50% of that will be transferred to the organizers approximately four months prior to the start of the symposium. Remaining funds will be released by India Alliance and EMBO on submitting original financial statements and report after the meeting.

In order to receive the remaining funds the organizers need to send a final report, a list of travel grants and childcare grants recipients and a final financial statement to EMBO and India Alliance. The financial statement is a single excel document that is provided separately and that needs to be filled by the organizers.

The final documentation has to be submitted to EMBO and India Alliance within three months following the end date of the symposium or by 31 March 2020, whichever comes first. Failure to do so will result in the final payment being forfeited.

India Alliance and EMBO reserve the right to claim unspent funds based on the financial statement.

**EMBO and India Alliance must be notified of any significant changes to the symposium budget and/or scientific programme after it has been initially approved.**

## Travel grants

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

**EMBO and India Alliance** will provide €2.000 in travel grants (organizers may allocate additional funds received from sponsors). The EMBO travel grants shall be allocated by the organizers 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 is recommended. At the organizer's discretion, the amount of the travel grant can be lowered to include more participants. Organizers may consider to award fee waivers to applicants from low resource settings.

## Child care grants

Organizers of India-EMBO Symposia can allocate funds to offset additional child care costs incurred by participants or speakers. Up to €1,000 is provided for each event in addition to the core funding awarded. Eligible costs include fees for a caregiver or child-care facility, travel costs for a caregiver, or travel costs for taking the child to the meeting etc. It is recommended to give a maximum of €500 per grant.

## Registration fees

- may be charged up to a maximum of INR 2000 (students) and INR 5000 (faculty) per participant (excluding accommodation);
- should be charged at a minimum of INR 7000 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 symposium (the editor will cover their own travel and accommodation expenses);
- may be waived for editorial staff from other scientific journals who attend a symposium.

## Participants

When selecting participants, organizers are requested to ensure a wide geographical representation and gender balance.

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. At least 50% of the invited speakers from outside India should be based in [EMBC Member States](#). There must be a minimum of 30% invited female speakers. Re-applications for symposia that previously had an excessive gender imbalance will generally not be successful.

## Lectures

### [EMBO Young Investigator Lectures](#)

The EMBO Young Investigator Programme offers symposium 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: €1,200

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

### [EMBO Science Policy Lectures](#)

The EMBO Science Policy Programme offers symposium 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: €2,000

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

## [EMBO Women in Science Lectures](#)

EMBO offers symposium 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: €1,200

Please complete the [application form](#) and send it to the EMBO Women in Science ([women@embo.org](mailto: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 symposium please contact [publishing@embo.org](mailto:publishing@embo.org).

EMBO funding cannot be used to cover poster prizes.

## Advertising & co-funding

The symposium must be entitled "**India I EMBO Symposium**". All materials must include the EMBO logo and the India - EMBO Symposia stamp prominently. The website and poster must also include the **India I EMBO Symposium stamp**. The EMBO Press logo must be included as a sponsor on the website.

All **India I EMBO Symposia** are advertised on the India Alliance and EMBO, website, poster, 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 and India Alliance support that any additional publicity, as well as the programme and abstract book, should clearly indicate that the meeting is an India-EMBO Symposium, without subtitles relating to previous similar meetings or other organizations.

Sponsors cannot be mentioned in the title of the meeting, but can be acknowledged on the website and the poster.

## Poster and website

EMBO will create the workshop website (including an online registration system), design a poster and abstract book cover at no additional charge. For information on various methods of collecting registration fees, please see the appendix. Please note that EMBO does not offer these services and does not handle registration fee payments, but only provides information that may be useful to organizers.

Please note that EMBO does not print or mail the posters designed for your workshop.

## 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 details 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 the symposium, 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.

## Data protection

As all **India I EMBO Symposia** include speakers and attendees from Europe, you must agree to comply with the European General Data Protection Regulation ([GDPR](#)). Under the GDPR, you hold the position of “data controller”, meaning that you are the decision-makers regarding the personal data that is collected and processed for the organization of your event. As a data controller, you must familiarize yourselves with the GDPR and your obligations to your data subjects. Specifically, you must agree only to collect personal information that is necessary for organizing your meeting and ensure that the people whose information is collected are aware of the ways in which it will be used. Any person whose personal information (including names, email addresses, institutional addresses etc.) is to be used in the promotion of the meeting must explicitly agree to their information being used in this way. You must also ensure that subjects are aware of their [rights under the GDPR](#), including the right to be made aware of the data you hold about them and to correct, erase or receive a copy of this data.

An appropriate disclaimer informing users of their rights under the GDPR will be included in all online registration systems supplied by EMBO.

If you are planning to contact event participants after your workshop, you must obtain their active consent during the event (e.g. through a sign-up list). Please be aware that under the GDPR, you have an obligation to document that they have given this consent, so please keep the corresponding documentation.

## Final documentation

- Short report (1–2 pages) about the symposium, 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 symposium and should be sent to both India Alliance and EMBO. Please note that the organizer must retain receipts for ten years after the symposium, 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 symposium, for auditing purposes.

**All above documentation must be submitted to both India Alliance and EMBO within three months following the end date of the symposium. Failure to do so will result in the final payment being forfeited.**