EMBO Courses & Conferences Programme

Application guidelines

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Application deadlines:

1 March and 1 July annually

EMBC/EMBO Partners:		
A	**Member States**	Austria, Belgium, Bulgaria, Croatia, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Türkiye, and United Kingdom
B	**Eligible Global Partners**	India, Singapore, 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

Contact: courses_conferences@embo.org

EMBO Course Committee Spring 2027

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1. Application guidelines for organizers of EMBO Conferences

NOTE! Until 2027, 'EMBO Conferences' were referred to as 'EMBO Workshops'.

Applications to organize an EMBO Conference are accepted twice a year and must be submitted via the EMBO online system.

Application deadlines are ***1 March and 1 July annually***.

Selections for funding are made by the EMBO Course Committee in April/May and in September/October.

Please check the eligibility criteria before applying.

Applications submitted after the deadline will NOT be considered. No exceptions will be made.

Should you have questions regarding your application, please contact courses_conferences@embo.org.

2. Eligibility

Applications that do not fulfil the criteria below will not be sent to the committee for review.

Please note: no changes to applications will be permitted after the application deadline has passed.

Applications must meet the following criteria:

- The topic of the Conference must be within the life sciences (see EMBO subject areas on page 3).
- Applications are welcome from scientists based anywhere in the world, irrespective of their nationality.
- The Scientific Organizing Committee must be geographically and gender diverse, with members from more than one country and institute, forming an international group that represents the topics covered in the meeting. Applications with a scientific organizing committee that lacks geographic diversity (i.e. all organizers

from the same country or institution) or gender diversity, without justifications provided will not be sent for review.

- While organizers can be based anywhere, conferences must take place in:
  A. An EMBC Member State or
  B. India, Singapore, Taiwan
- The main organizer of a fully virtual meeting must be based in one of the countries listed under A or B (see list on page 3).
- At least 90% of the invited speakers must be confirmed at the time of submission (this does not include speakers selected from abstracts).
- At least 40% of the invited speakers must be of the underrepresented genders.
- For repeat conferences: no more than 30% of speakers may be invited again to a subsequent meeting.
- Conferences may not be held in consecutive years and applications to do so will not be considered.
- **Applications to fund meetings in the same calendar year will not be considered.** Applications are only accepted for meetings taking place in the following calendar year e.g.**;** applications received in 2027 are only accepted for meetings taking place in 2028.
- The programme must include a provisional title or a short description of each invited contribution, with session structure, timings and networking activities. Final talk titles are not required at application stage, however, if the programme is lacking these details, the application will not be sent for review.

Repeat conferences (previously Workshops): a new application must be submitted for each individual meeting. Please review the latest application and organizer guidelines and use the most recent programme template, which is updated annually.

Resubmissions: A new application must be submitted. Please review the latest application and organizer guidelines and use the most recent programme template, which is updated annually.

3. Application process

Applications to organize an EMBO Conference must be submitted online.

First call opening	1 December 2026
First deadline for application	**1 March 2027, 12:00 noon CET**
Committee meeting	April 2027
Results announced to applicants	May 2027
Second call opening	1 May 2027
Second deadline for application	**1 July 2027, 12:00 noon CEST**

Committee meeting	September 2027
Results announced to applicants	Early October 2027

Organizers are encouraged to submit their applications as early as possible in the calendar year preceding the proposed conference. This allows sufficient time for advertising and promoting the conference should the application be approved for funding.

4. Application forms

The application must be submitted online. The draft programme must be prepared using the downloadable template, saved as PDF and uploaded via the online application portal.

Applicants will be asked to provide the following information:

- the proposed title of the conference
- a description of the rationale for holding a conference on the proposed topic
- information on conferences on the same or similar topic, held in the previous, current, or following year
- the proposed date and location
- the format (in-person, virtual, or hybrid)
- a list of the organizers (maximum five scientific organizers), indicating their roles (e.g. main organizer, co-organizer, administrative or financial contact). Only one main organizer may be designated. For each scientific organizer, please provide a link to their professional website and a brief description of their previous experience organizing scientific meetings. Please check that all links are accurate and functional before submitting.
- an estimate of the expected number of participants (both in-person and virtual, where applicable), and the criteria that will be used for selecting participants
- information on invited speakers, including:
    - gender
    - affiliation
    - a brief description of the specific topic/aspects their talk is going to cover, a link to their lab webpage and their ORCID
    - the ratio of invited speakers and speakers selected from abstracts
- an abstract describing the main themes and objectives of the conference (max. 200 words)
- relevant subject areas
- a description of the networking activities
- a brief description of the venue
- a draft budget
- a description of the sustainability measures you plan to implement to reduce the environmental impact of the conference

- for hybrid conferences, a short description of the virtual component
- for repeat conferences, a summary of improvements made in response to feedback from previous editions. Please note that EMBO must have received and approved the reporting documents from the previous meeting before a new application can be considered. The committee will not consider applications for repeat meetings unless the reporting documents from the previous edition have been submitted and approved.

4.1. Meeting type

When completing your online application form, please choose the correct meeting type from the drop-down menu:

- EMBO Conference (*in EMBC Member States*)
- EMBO Conference (*in India, Singapore, Taiwan*)

EMBO Conferences are meetings that cover topics within the life sciences and bring scientists together to present and discuss their latest findings. PhD students and postdoctoral researchers present their results in short talks and poster sessions and have the opportunity to network and discuss with leaders in their fields.

EMBO Conferences may alternate with similar meetings held outside of Europe. Conferences may be repeated; however, continued funding is subject to competitive review.

Conferences should last between 2.5 and 5 days and have between 80 and 450 participants.

Applications for conferences in emerging areas of life sciences will receive priority.

4.2. Proposed title

The main title of the conference should not include the names of sponsors, organizations or institutes. Titles should be concise and should not include numbers or references to previous editions of the conference.

When appropriate, the title should specify the organisms, model systems or biological systems covered.

If the application is successful, meeting titles that do not comply with EMBO guidelines (e.g. “3rd European Conference in X”, “Annual Y Meeting: 2nd edition”) will be amended by the EMBO Courses & Conferences Office.

4.3. Format and location

Please indicate the proposed format (in-person, virtual, or hybrid) and location of your meeting and provide the venue details. For virtual meetings, please specify the location from which the meeting will be hosted and managed.

4.3.1. Hybrid format

EMBO encourages organizers to explore hybrid formats and provides an additional €3,000 on top of the core grant to help cover the associated costs. These funds may be used for expenses such as a virtual platform, technical and audiovisual support, equipment rental, and any additional administrative support needed to set up and manage the virtual component.

Please note that EMBO funding cannot be used to purchase the technical equipment needed to run the meeting.

Please describe what will be offered to virtual participants, such as access to live and/or recorded talks, question-and-answer sessions, poster presentations, networking activities, workshops, discussion forums, or other activities. Where applicable, indicate how virtual participants will be able to engage with speakers and in-person attendees.

Virtual registration fees must be charged. As with in-person fees, they are considered EMBO funding and are subject to the same expenditure and reporting requirements.

All costs associated with delivering the virtual component, as well as the income from virtual registration fees, must be recorded separately using the hybrid meeting financial statement template. This statement must be included in the final reports submitted to EMBO.

Please note that the maximum budget for the virtual costs of an EMBO-funded meeting is €10,000, consisting of the hybrid funding–€3,000, plus up to €7,000 from virtual registration fees. Any costs above this limit cannot be covered by EMBO and must be met from other sources.

The number of virtual participants should be at least 30% of the number of in-person participants. Organizers are strongly encouraged to adequately promote the virtual component of their meeting, to ensure a sufficiently high number of participants.

Please refer to the EMBO Organizer Guidelines for recommendations and best practices on planning and delivering a successful hybrid meeting.

4.3.2. Virtual format

Organizers may use an online platform or meeting management tool of their choice. EMBO neither takes responsibility for nor endorses any online platforms or services. EMBO funding may be used to cover costs of the online platform, meeting management tools, or software necessary to host a virtual meeting.

Please note that EMBO funding cannot be used to purchase the technical equipment needed to run the meeting.

All costs associated with delivering the virtual meeting, and the income generated from the virtual registration fees, must be reported in the financial statement and submitted to EMBO.

Please refer to the EMBO meetings Organizer Guidelines for recommendations and best practices on planning and delivering a successful hybrid meeting.

4.4. Abstract and topic

Please provide a short **abstract** (maximum 200 words), summarizing the main themes, objectives and scientific scope of the meeting.

Choose a primary and secondary subject area from the EMBO subject areas (listed on page 3).

Describe the rationale for organizing a meeting on the proposed **topic** (maximum 200 words). Explain the recent developments in the field and how the conference will contribute to the field's advancement. Briefly describe the main themes that will be covered, why they were chosen and how they fit together. For repeat EMBO Conferences, describe the key scientific developments since the previous meeting and explain why they justify holding the conference again.

Similar meetings

Please list any conferences on the same or closely related topic held in the past, current or upcoming year and explain how the proposed meeting will differ from them. Please consider and describe any potential overlap with other EMBO Conferences, or conferences organized by CSHL, FASEB, FEBS, GRC, Keystone, EMBL and other relevant organizations or societies (maximum 200 words).

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

For repeat meetings previously funded by EMBO, describe any improvements or changes you propose to implement based on the experience of, and feedback from, the previous edition(s). (maximum 200 words).

Please include the ID number of the previous EMBO funded meeting (e.g. w25/02).

Note that the committee considers feedback from the previous meeting(s) when evaluating applications for repeat meetings.

For repeat conferences, please list the names of the organizers of up to three previous EMBO-funded conferences. Please note that organizers are expected to rotate, and **no scientific organizer can be involved in organizing more than three consecutive conferences.**

If you are **resubmitting** a previously unsuccessful application, please provide its ID number (**e.g. w25/02)** and summarise the main changes made.

4.5. Speakers

Organizers are expected to submit an application with at least 90% of invited speakers confirmed**. Applications that do not meet this requirement are not eligible for review.**

Changes to the invited speaker list submitted after the application deadline will not be considered.

Please consider the following:

Number	There should be enough speakers to cover the topic in sufficient depth but without making the programme too dense. **Organizers should not be listed as speakers.**
Expertise	Invited speakers should be recognized experts in their fields. The programme should reflect the field's breadth and diversity, rather than focus on a limited number of established scientists.
Speakers selected from abstracts	Some speakers should be selected from abstract submissions, prioritizing students and postdocs. When selecting speakers from abstracts, organizers should also consider gender balance and geographical diversity. The balance between invited speakers and selected speakers is an important evaluation criterion. We strongly recommend that the number of speakers selected from abstracts is no less than ~ 50% of the number of invited speakers e.g. at least 5 speakers selected from abstracts for 10 invited speakers. If the number of talks selected from abstracts is lower than 50% of the invited speaker talks, please explain why, so that the committee can assess if this is justified. **Flash talks should not be counted in the speakers selected from abstracts.**
Career level	EMBO supports scientists' career progression. Invited speakers should include both established scientists and researchers within 7 years of independence. Applications with a higher proportion of the latter will be viewed favorably by the committee.
Gender distribution	At least 40% of invited speakers must be of the underrepresented genders. Applications that do not meet this requirement are ineligible.
Geographical diversity:	
Meetings held in EMBC Member States (A – see list on *page 3*)	At least 50% of the invited speakers should be based in a variety of European countries. We strongly encourage the inclusion of speakers from Asia-Pacific, Africa and South America. Geographical diversity of speakers, both within and outside Europe, is an

	important selection criterion.
Meetings taking place in India, Singapore, or Taiwan	At least 33% of the invited speakers should be from Europe. We strongly encourage the inclusion of speakers from Asia-Pacific, Africa and South America.
Repeat speakers *(only applies to repeat EMBO conferences)*	In a repeat conference, no more than 30% of invited speakers may be reinvited to the next edition. Speaker turnover is an important selection criterion.

Please use the online application form to list the invited speakers and provide the following information:

1. First Name Last Name, Institute, City, Country.
2. Gender: male, female, non-binary or do not want to disclose.
3. Link to the webpage of the speakers' research group
4. Rather than citing a publication, describe in a short text (maximum 60 words) the specific topic and/or aspects each speaker will address in their talk, and explain why they were chosen to cover it. Include the speaker's ORCID.
5. You will be asked to indicate whether each invited speaker is:
   - confirmed: has accepted the invitation to speak
   - repeat speaker: has spoken at the previous edition of the EMBO-funded conference
   - overseas speaker: for conferences held in EMBC Member States, a speaker based outside EMBC Member States; for conferences held outside EMBC Member States, a speaker based outside the host continent.
   - a researcher up to 7 years of independence

You will be asked to enter the number of **invited** speakers in each category. The percentages will be calculated automatically. All numbers must be accurate, and consistent with the details entered in the online form.

4.6. Programme

The programme should be provided using our downloadable template. It should be sufficiently detailed, listing session titles and speakers, and clearly indicating the time allocated to talks, Q&A sessions, discussions, and networking. **Applications that do not meet this requirement are not eligible for review.**

The programme should have the appropriate duration for the size and scientific focus of the meeting, and the time allocated to talks and Q&A sessions should be appropriate.

In the draft programme, please indicate in a few words what the invited speakers will contribute to the related session. Final talk titles are not expected at this stage.

Please indicate the number and duration of short talks and flash talks selected from abstracts.

Please ensure that the programme is legible by adding empty lines between days (see example below):

Day	Time	Programme category (e.g., talk, break, keynote lecture, etc.)	Speaker name and topic of talk
Day 1			
	12:00	**OPENING**	
	12:15 – 13:15	**KEYNOTE**	John Bloggs on cancer stroma
	13:15 – 13:45	**BREAK**	
	13:45 – 15:30	**SESSION TITLE**	Signalling networks in cancer I
	13:45 – 14:15	**TALK**	Jane Doe: “Ras signalling in melanoma”
	14:15-14:30	**Short talk #1**	Will be selected from abstracts
	14:30-14:45	**Short talk #2**	Will be selected from abstracts
	14:45-15:15	**6 x Flash talks**	5 min each, will be selected from abstracts
	….		
	15:30 – 17:00	**POSTER SESSION 1**	All posters
	…..		

4.6.1. Networking activities

EMBO believes that networking is a key component of scientific meetings. Organizers are expected to facilitate networking through dedicated activities during the conference. These should include, but not be limited to poster sessions, joint meals, meet-the-speaker sessions.

Please describe how discussion and interaction between participants and speakers will be stimulated. The committee welcomes creative ideas regarding the facilitation/promotion of networking (max. 400 words).

EMBO will not fund a separate "speakers' dinner" during the meeting. Organizers are also discouraged from hosting expensive activities that require additional payment from participants, such as gala dinners, which often exclude attendees who cannot afford such costs.

All planned networking activities must be included in the programme.

For hybrid conferences, please describe the networking opportunities planned for the virtual participants (max. 400 words).

4.6.2. Poster sessions

Poster sessions should last at least 90 minutes and take place in a room with sufficient space.

To encourage maximum attendance, they should be scheduled with no parallel activities and, preferably, outside lunch and coffee breaks. Conferences with 120 or more participants should include at least two poster sessions.

In the application form, please indicate if the following applies to your poster session:

- the venue for the poster session is close to the lecture hall
- the posters will be available for viewing throughout the conference
- if multiple poster sessions are planned, participants will be assigned to a specific session
- a social event will be incorporated (e.g., drinks and snacks)

4.7. Participants

EMBO Conferences should typically have between 80 and 450 participants.

Further requirements:

- PhD students and postdocs should have the opportunity to attend and present their research.
- Participants should not be restricted to a pre-defined group, such as EU networks or other defined groups.
    - **Participant criteria for meetings taking place in EMBC Member States** (A - see list on page 3): A maximum of 25% of the participants should be from the host country.
    - **Participant criteria for meetings taking place in India, Singapore, or Taiwan:** EMBO fosters interactions between scientists from Europe and other continents. It is expected that the wider local community benefits from the meeting taking place in a country outside Europe. 75% of the participants should be based in the continent where the meeting takes place.
- At least 40% of participants in EMBO-funded meetings must be of underrepresented genders.
- Organizers should promote diversity and ensure that EMBO Courses & Conferences provide a safe, inclusive and welcoming environment for all speakers and participants, regardless of their individual beliefs or characteristics.

Provide an estimate of the number of participants you plan to accept and the percentage of participants based in the host country.

Please describe the criteria that will be used to select participants and provide the names and roles of those involved in the selection (e.g. organizers, speakers).

Please state the number of participants who will be selected for oral presentations (short talks and flash talks) and specify the duration of these presentations.

4.7.1. Travel, childcare and accessibility grants

Organizers receive an additional €7,500 to cover support for participants as described below. You do NOT need to include this in your requested amount to EMBO as it will be automatically added.

Please note that the budget allocated to each category is not transferable.

For meetings in EMBC Countries (A, see list on page 3):

Type of grant	Amount allocated	Available for registered participants working in:	Explanatory notes
Travel grants and registration fee waivers	€2,500	All countries	Registration fee waivers and travel grants should be awarded on the basis of scientific quality, as judged from the submitted abstract, with priority given to participants who would otherwise be unable to attend. Applicants should specify their needs in the registration form. Maximally €500 per participant can be allocated.
Special travel grants & registration fee waivers	€3,000	India, Singapore, and Taiwan	For participants of any nationality working in India, Singapore, and Taiwan. Registration fee waivers and travel grants should be awarded on the basis of scientific quality, as judged from the submitted abstract, with priority given to participants who would otherwise be unable to attend. Applicants should specify their needs in the registration form. Maximally €1,000 per participant can be allocated.
Childcare grants	€1,000	All countries	To cover childcare costs incurred by participants or speakers participating at EMBO-funded meetings (including virtual and hybrid). Eligible costs include fees for childcare, travel costs for a caregiver, travel costs for taking the child to the meeting etc. Applicants should specify their needs in the registration form. Maximally €500 per participant can be allocated.
Accessibility grants	€1000	All countries	For supporting participants or speakers with any access needs. These grants cover additional costs e.g. to adapt the conference environment, or for the participant to be accompanied by someone to assist them where necessary. Participants with access needs may apply for a grant via the meeting registration system, or by contacting the organizers directly.

			Maximally €500 per participant can be allocated.

For meetings in India, Singapore, or Taiwan:

Type of grant	Amount allocated	Available for registered participants working in laboratories in	Explanatory notes
Special travel grants and registration fee waivers	€2,500	EMBC members states (A, see list on page 3)	Registration fee waivers and travel grants should be awarded on the basis of scientific quality, as judged from the submitted abstract, with priority given to participants who would otherwise be unable to attend. Applicants should specify their needs in the registration form. Maximally €500 per participant can be allocated.
Travel grants & registration fee waivers	€3,000	All countries	Registration fee waivers and travel grants should be awarded on the basis of scientific quality, as judged from the submitted abstract, with priority given to participants who would otherwise be unable to attend. Applicants should specify their needs in the registration form. Maximally €750 per participant can be allocated.
Childcare grants	€1,000	All countries	To cover additional childcare costs incurred by participants or speakers when participating at any EMBO meeting including virtual and hybrid meetings. Eligible costs include fees for a baby-sitter or child-care facility, travel costs for a caregiver, travel costs for taking the child to the meeting, etc. Applicants should specify their needs in the registration form. Maximally €500 per participant can be allocated.
Accessibility grants	€1000	All countries	For supporting participants or speakers with any access needs. These grants cover additional costs e.g. to adapt the conference environment, or for the participant to be accompanied by someone to assist them where necessary. Participants with access needs may apply for a grant via the meeting registration system, or by contacting the organizers directly. Maximally €500 per participant can be allocated.

Please note that the budget allocated to each category is not transferable.

4.8. Organizers

Each conference must have only one main organizer and no more than four co-organizers. Please list each organizer's experience in organizing meetings, limited to three most relevant meetings.

The **main organizer** is the primary contact after submission of the application. The main organizer is responsible for managing EMBO funds and must approve the final financial statement before it is submitted to EMBO after the meeting.

Co-organizers are scientists who play a major scientific or technical role in the planning and execution of the meeting.

The **scientific organizing committee** must be **geographically and gender diverse**, and should represent the topics addressed at the conference.

Applications with a scientific organizing committee that lacks geographic diversity (i.e. all organizers from the same country or institution) or gender diversity, will not be sent for review.

The **administrative contact** will be copied on all email correspondence related to the application. You may also include a **financial contact** who can be contacted for budget-related issues.

An organizer may hold multiple roles. For example, they may also serve as the administrative or financial contact.

For repeat conferences: Please note that organizers are expected to rotate, **with no one scientific organizer involved with organizing more than three consecutive conferences.**

Organizers must not serve as speakers at their own meeting i.e. they should not be included in the invited speakers list.

The meeting may have a maximum of three **Local Organizers (LOs)** if it is held in a country other than that of the main organizer. LOs help with the smooth running of the meeting by managing on-site logistics and local arrangements. For repeat conferences, LOs must rotate, and no individual may serve in this role more than three consecutive conferences.

4.9. Venue

Provide the address and a short description (max. 200 words) of the proposed venue (e.g., capacity, accommodation, and catering). The venue should have suitable facilities with accommodation preferably onsite or nearby. Participants and speakers should be housed at the same location or in a limited number of locations.

Accommodation should be reasonably priced. If all participants cannot be housed together, affordable alternatives must be available nearby.

Please check whether wireless internet access is available and how the venue can be reached.

Please refer to the EMBO Accessibility Guidelines for guidance on selecting an accessible and inclusive venue.

4.10. Budget

Expenses

Please provide your estimates for travel, accommodation costs, local transport, shuttle services, catering, expenses related to the venue, promotion, and organization. The sums are automatically calculated. Please provide all amounts in Euros. Any expenses deemed ineligible under the EMBO funding guidelines will not be funded, even if they were included in the original application.

EMBO funds can be used to cover:

For in-person meetings	- Economy travel, accommodation, and subsistence costs of the speakers - On-site catering for the meeting - Administration costs up to €4,000 - Room hire, audio-visual, and IT facilities essential for the meeting - Social activity (e.g., excursion) costs up to €3,000
For virtual meetings	- Rental of online platform to run a virtual meeting - Administrative costs up to €5,000 - Room hire, audio-visual, and IT facilities rental essential for the meeting
For hybrid meetings *(an additional €3,000 will be provided)*	- Rental of a virtual platform to host the virtual part of the meeting - Rental of additional AV equipment and personnel costs - Administration costs up to €4,000 for the in-person component and an additional €1,000 for the virtual component (max.€5,000)

EMBO funds (which include income from registration fees), do not cover:

- overheads
- purchase of equipment
- gifts for speakers and participants
- honoraria
- dinners/meals exclusively organized for the speakers
- the cost of event management companies that exceed the maximum allowed amount (i.e. €4,000) for administration expenses

- website providers: EMBO will create the meeting website (including an online registration system), design a poster and abstract book cover at no additional charge

Income

Registration fees

Registration fees must be charged and should be set as follows (excluding accommodation):

- Academic participants: maximum €700
- Postdocs and PhD students: maximum €450
- Industry participants: minimum €950

For transparency, registration fees that include accommodation must clearly specify the portion of the fee that covers the accommodation costs.

For virtual participants:

- Academic participants: minimum €150 up to maximum €350
- Postdocs and PhD students: minimum €75 up to maximum €175
- Industry participants: minimum € 250 up to maximum €500

Organizers should not offer reduced registration fees for predefined groups of participants (e.g. from specific geographical locations). At their discretion and if their finances allow, they can offer fee waivers to support participants who could not otherwise attend.

Funding and Sponsorship

Format	Maximum grant	Components
In person	€42,500	€35,000 core + €5,500 travel and fee waivers + €1,000 childcare + €1,000 accessibility
Hybrid	€45,500	In-person allocation + €3,000 hybrid supplement
Fully virtual	€13,500	€10,000 core + €2,500 fee waivers + €1,000 childcare; award determined case by case

Please state the amount of funding requested from EMBO. For in-person and hybrid meetings, a maximum of €35,000 of core funding may be provided in addition to €5,500 for travel grants and fee waivers, €1,000 for childcare grants and €1000 for accessibility grants. For approved hybrid meetings, an additional €3,000 will be allocated. This can be included in the "Other support" section of the budget in the application. For virtual meetings, a maximum of €10,000 of core funding may be provided with an additional €2,500 for fee waivers and €1,000 for childcare grants.

Please do **not request funds for travel grants, registration fee waivers, childcare grants, and accessibility grants in your budget will automatically be allocated to your meeting if funded**. Details on how these grants should be distributed to participants can be found in the organizer guidelines.

Please state other funding sources or sponsorship that you expect to receive and list any non-monetary support. Ensure that all funders and sponsors understand that they cannot be mentioned in the title of the meeting but can be acknowledged on the website and the poster.

Sponsors and funders that contribute €20,000 or more to the meeting can be recognized as co-sponsors.

State the name of the funder or 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.

5. Selection procedure

- The EMBO Courses & Conferences Office screens all applications for eligibility (see section 2. Eligibility). Applications that do not meet the eligibility requirements are rejected by the EMBO office and are not sent to the committee for review. Modifications to applications are not accepted after the application deadline has closed.
- Each application is assigned to at least two members of the EMBO Course Committee for evaluation.
- Final funding decisions are made by the entire EMBO Course Committee in April/May and September/October each year. **Committee decisions are final and cannot be appealed.**
- All applicants are informed of their application outcome by email shortly after the committee meeting.

Please do not contact the committee members directly. This may lead to the disqualification of your application.

6. Selection criteria

The EMBO Course Committee is looking to fund conferences that cover the latest developments and gather leading international experts.

The committee will pay special attention to the following aspects:

A. TOPIC

Originality	The topic should not overlap with other meetings in the same year.

Unique focus	If the topic overlaps with an ongoing series of meetings funded by EMBO, or other organizations (GRC, CSHL, FASEB, Keystone, EMBL, etc.), the unique focus of the proposed meeting should be clearly described.
Relevance	The meeting should cover significant new developments in a field. Applications to repeat conferences should specify the novel aspects of the new iteration of the conference.
Broadness	The topic should be covered in sufficient depth and breadth.

B. PROGRAMME

Clear structure	The programme should be sufficiently detailed, listing session topics and speakers, and allowing time for questions, discussions, and networking.
Appropriate duration	The programme should have the appropriate duration for the size and focus of the meeting.
Talk duration	The time allocated to talks and Q&A should be appropriate. Overly long talks (i.e., >30 min including Q&A, with the exception of the keynote lecture) should be avoided.
Previous feedback ***(only for repeat EMBO Conferences)***	If the application is for a repeat of a previously EMBO-funded conference, the committee will consider the feedback received from the previous conference. It is important that relevant issues raised by participants are carefully addressed.

C. SPEAKERS

Number	The number of invited speakers should be sufficient to cover the topic in depth but without making the programme overly dense.
Expertise	The speakers should be experts in their field. Organizers should ensure that the programme reflects the field's breadth and diversity, rather than focusing on a limited number of established scientists.
Speakers selected from abstracts	Some speakers should be selected from submitted abstracts, prioritizing students and postdocs and taking into account gender balance and geographical diversity. The balance between invited speakers and speakers selected from abstracts is an important selection criterion. We strongly recommend that talks selected from abstracts number at least half the invited speaker talks (for example, at least five for ten invited speakers). If the number is lower, please explain why so that the committee can assess whether this is justified. **Flash talks are not counted in the speakers selected from abstracts.**
Status	At least 90% of the invited speakers must be confirmed.

Career level	The list of invited speakers should balance researchers who have a maximum 7 years of independence and established investigators/group leaders. Applications with higher proportions of researchers who have a maximum of 7 years of independence will be viewed positively by the committee.
Gender distribution	At least 40% of the speakers should be of the underrepresented genders. If the percentage is lower the application is ineligible.
Geographical diversity	Meetings held in EMBC Member States (A – see list on page 3), should have a minimum of 50% of the invited speakers based in a variety of European Countries or in India, Singapore, Taiwan. Significant bias for certain states should be avoided. Inclusion of speakers from Asia-Pacific, Africa and South America is strongly encouraged and is an important selection criterion. Meetings held in India, Singapore and Taiwan should have a minimum of 33% of invited speakers based in Europe. The inclusion of invited speakers from a broad range of European countries and Asia-Pacific, Africa and South America is strongly encouraged and is an important criterion in the selection process.
Repeat speakers ***(only for repeat EMBO Conferences)***	No more than 30% of invited speakers should have spoken at the previous edition. Speaker turnover is an important selection criterion.

D. NETWORKING

Networking opportunities	Sufficient time should be allocated to activities that promote informal discussion and networking, such as coffee breaks, group activities, meet-the-speaker sessions, flash talks and discussion rounds. Other initiatives that encourage interaction among attendees will be viewed favorably. The committee particularly values activities that bring PhD students, postdocs and established researchers together.
Common meals	Joint meals should be organized for all participants to promote interactions. EMBO will not fund a separate "speakers' dinner" during the meeting.
Poster session schedule, number and duration	Poster sessions should be scheduled to maximise attendance, ideally without overlapping with meals, breaks or other activities. Each session should last at least 90 minutes, and conferences with 120 or more participants should include at least two poster sessions.

E. ORGANIZING COMMITTEE AND MEETING LOCATION

Diversity	The organizing committee should be geographically- and gender-diverse.

For repeat EMBO Conferences (previously, EMBO Workshops)	The same scientific organizers cannot be involved in the organization of more than three consecutive conferences (this rule does not apply for EMBO Practical Courses).
Location	The venue should be easy to reach, and suitable for the type of meeting. Participants and speakers should be housed in the same location or in a limited number of locations nearby.

7. San Francisco Declaration on Research Assessment (DORA)

EMBO is a signatory of the San Francisco Declaration on Research Assessment (DORA) and does not use publication metrics such as the Journal Impact Factor during the evaluation process (see website for further details). Applicants are asked NOT to include publication-based metrics when describing the contributions of invited speakers and co-organizers.

8. Confidentiality

Applications are confidential. A conference is publicised only once the organizers have accepted the funding conditions.

9. Appendix I - Encouraging Sustainable Meetings

EMBO encourages organizers of EMBO Courses & Conferences to implement measures for sustainable meetings. Organizers may find external resources helpful when planning sustainability measures. For example, The Company of Biologists provides an event carbon calculator for academic events that can be used to estimate the carbon footprint of past or future meetings, identify major sources of emissions, and explore possible mitigation scenarios. This resource is intended to support planning and provides indicative estimates rather than exact figures. You can access "The Company of Biologists event carbon calculator" here: https://www.biologists.com/sustainability-hub/event-carbon-calculator/

We use a points-based system to recognise meetings that implement sustainability measures. Individual measures carry between one and five points, as shown in the table below. The cumulative score determines the meeting's ranking across three levels, reflecting the organizers' commitment to sustainability:

- Level 1 – Meeting with moderate sustainability: 18–23 points
- Level 2 – Meeting with high sustainability: 24–29 points
- Level 3 – Meeting with very high sustainability: 30 points or more

Suggested measures you could implement to acquire a sustainable meeting label:

Measure	**Points**
Venue	
Choose a certified environmentally friendly venue e.g., EU Ecolabel, Green key **OR** Choose a venue that takes energy efficiency measures, but is not (yet) certified, e.g., uses solar energy, including for heating water, gets green electricity, participates in waste sorting and local recycling etc.	5 4
Choose a centrally located venue with good public transport connections, close to major transport hubs to reduce additional travel	4
Use only plastic-free badges	2
Virtual or Hybrid participation	
Enable some participants to attend the meeting virtually, thus increasing participation without significantly increasing the overall environmental impact	3
Organize a session or panel discussion on sustainability in science at your meeting	3
Catering	
Serve only vegetarian food throughout the meeting **OR** Serve only vegetarian food on at least one day of the meeting	3 1
Serving locally sourced food	1
No bottled water, opt for water fountains/tap water in jugs	1
No single-use wares such as disposable cutlery, cups, plastic bottles or cans	1

Travel	
Require at least 4 invited speakers/organizers travelling within Europe to travel by train	3
Require some invited speakers from other continents to give their talks remotely. The funds saved on travel (€1,500 per speaker) can be used to fund train travel incentives for participants (see below)	2 for 1 3 for 2
Offer a discount on registration fees for participants traveling by train or incentivize train travel with rewards. You could use the €1,500 that were saved on travel for invited speakers from other continents to fund train travel incentives for participants.	2
CO2 Offsetting	
Offset the CO_2 footprint of your meeting by donating to off-set projects*	1
Innovative ideas to offset the CO2 footprint of your meeting. * We would encourage organizers to implement creative ideas that go beyond what is listed above, as these can serve as inspiration for others.	5

* EMBO funding cannot be used towards offsetting CO2 footprint. External sources of funding should be explored for this.

 moderate sustainability	18-23
 high sustainability	24-29
 very high sustainability	30 and above

Additional steps that you can take for a more sustainable meeting

Electronic programme and abstract book: Organizers are encouraged to distribute the abstract book electronically through the meeting website and, if necessary, to print only a minimum number of copies. The abstract book can be exported from the EMBO-provided meeting website and made available there as a password-protected PDF.

Promotional material: EMBO provides promotional materials for the meetings it funds. We have sourced them as sustainably as we can and chosen items that remain useful after the event. To keep waste low, please order only what you need and encourage participants to reuse their bags and notebooks.

Advertising: Organizers are encouraged to opt for digital advertising using the poster EMBO provides and use the social media handles we create.

Reduce the environmental impact of traveling: Encourage participants to use local public transport and provide travel information and directions. Organize joint activities at locations reachable on foot or by public transport.

Raise awareness: Inform participants about the sustainability measures you are adopting. At the end of the meeting, ask participants for feedback and suggestions.