

# India I EMBO Symposia



**IndiaAlliance**  
**DBT wellcome**

## **Application guidelines**

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## Application guidelines for organizers of India I EMBO Symposia:

**India I EMBO Symposia** will be held in India and will be co-funded by the Wellcome Trust/DBT India Alliance (hereafter 'India Alliance') and EMBO.

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 should also aim to provide a platform for young researchers to interact with highly acclaimed international scientists.

Up to three meetings will be supported annually. 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.

Applications to organize an **India I EMBO Symposium** are accepted *via* the EMBO online system. Selections for funding will be made through a two-tier system that includes the India Alliance Meetings Committee and the EMBO Course Committee in April/May 2019.

Please check the eligibility criteria before applying.

**Application deadline: 15<sup>th</sup> of February 2019, 14:00 CET** for meetings taking place between the **1<sup>st</sup> of January 2020** and the **31<sup>st</sup> of December 2020**.

**Contacts:** [workshops@indiaalliance.org](mailto:workshops@indiaalliance.org) (for questions related to the proposal)  
[courses\\_workshops@embo.org](mailto:courses_workshops@embo.org) (for technical questions related to the application system)

### Scientific Committees:

#### EMBO Course Committee

|                               |                       |
|-------------------------------|-----------------------|
| Anne-Claude Gavin (DE)        | Peter Sebo (CZ)       |
| Christian Lehner (CH) (Chair) | Jens Stougaard (DK)   |
| Zoi Lygerou (GR)              | Jernej Ule (UK)       |
| Klaus-Armin Nave (DE)         | Alfonso Valencia (ES) |
| Catherine Rabouille (NL)      | Núria Verdaguer (ES)  |

#### India Alliance Meetings Committee

Information regarding the India Alliance Meetings Committee will be available soon.

# Eligibility

Applications must meet the following criteria to be accepted:

- Applications must cover an area of research that is underserved in India.
- Scientists from anywhere in the world are eligible to apply, independent of their nationality, but the meetings must be held in India.
- Meetings must be focused on frontier, pioneering and interdisciplinary areas of life sciences, and include speakers with interdisciplinary expertise.

## **Please note:**

After the meeting, the organizers must provide a position paper on the theme that includes a plan to catalyze research in that area in India.

India Alliance may consider funding research in that area following expert advice and review.

# Application process

Applications to organize an India | EMBO Symposium are submitted via an online application form.

## Timeline

|                                 |                             |
|---------------------------------|-----------------------------|
| Deadline for application        | 15 February 2019, 14:00 CET |
| Committee meeting               | End of April 2019           |
| Results announced to applicants | May/June 2019               |

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

## Application procedure

- The India Alliance will ensure that eligibility requirements are met.
- The India Alliance Meetings Committee will review and score each application.
- The EMBO Course Committee will review and score a shortlist of applications pre-selected by the India Alliance.
- India Alliance and EMBO will jointly make the final decisions on support in May 2019.
- All applicants will be informed of the outcome of their application by email from India Alliance shortly after the committee meetings, in May/June 2019.

## Application forms

The application includes an online form as well as an offline application form (a PDF document 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 and an explanation on how it furthers the goals of the India | EMBO Symposia
- 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

Please download the offline PDF form from our website and fill out following the guidelines below (we recommend using Adobe Acrobat Reader DC to fill the form). The PDF document should then be uploaded via the online system.

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

- A proposal for the position paper
- Information on the practical component of the meeting (if applicable)
- A list of proposed speakers/instructors
- A draft programme
- A draft budget

## Online application form

### ORGANIZERS

The number of organizers should not exceed five. Please list for each organizer their respective experience in organizing scientific meetings.

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 event. Either the main organizer or at least one of the co-organizers MUST be affiliated with an Indian organization.

The administrative contact will be copied on all email correspondence related to the application. Additionally, you may add a financial contact that 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.

### PROPOSED TITLE OF MEETING

The scientific title of the meeting should be no longer than 10 words.

## 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.

Please outline the reasons for holding 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 and its expansion in India. Please outline how the meeting fulfills the goals of the India I EMBO Symposia.

Please mention any similar meetings 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).

## PROPOSED DATES AND LOCATION

Provide the dates and the address of the proposed location and a short explanation why you chose that particular venue.

The duration of the meeting should allow the topic to be covered in sufficient depth.

The venue should have suitable facilities (including audio-visual/technical set-up and wireless internet access) and preferably all participants should be housed together onsite or close by.

Organizers are encouraged to hold the meeting at a research institute or universities, if the local conditions allow.

## PARTICIPANTS

The approximate number of participants for the India I EMBO Symposia should be between 50 to 75 participants (excluding speakers).

The following guidelines also apply:

- Applicants/organizers are expected to explain how discussion and interaction between participants will be stimulated, i.e. how they will provide the participants with the opportunity to interact with the speakers in an informal setting (e.g. 'meet the speaker' session) and to present their work (e.g. poster sessions, flash talks).
- Ideally, scientists at an early stage of their career should have the opportunity to attend and present their research. Preference should be given to advanced PhD students, postdocs, early and mid-career faculty.
- Participants should be chosen keeping in mind the interdisciplinary nature of the meeting and the aim of promoting cross cutting interactions.
- Significant regional bias should be avoided.
- When selecting participants, you are requested to consider the commitment of India Alliance and EMBO to a reasonable gender balance.
- Non-local participants should be provided with accommodation.

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.

# Offline application form

## POSITION PAPER

Applicants/organizers are expected to describe what they would like to discuss in the position paper (200 words).

## PRACTICAL SESSION (if applicable)

Details of the practical sessions (200 words) should be provided.

## SPEAKERS

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

- There should be enough international and national speakers to cover the topic in sufficient depth without making the programme overly dense. A mixture of around 10 highly acclaimed international and up to 5 national/regional speakers will be suitable for a meeting of this nature and duration. The interdisciplinary nature of the meeting should be ensured through the selection of the speakers.
- Applicants should ensure a good geographical balance when selecting the speakers. In order to foster interactions with the European scientific community we recommend that at least 50% of the international invited speakers are working in an EMBC Member or Associate Member State.
- Applicants are reminded to choose speakers who are internationally acclaimed, cover the multiple disciplines targeted by the meeting and commit to staying for the entire duration of the meeting.
- An important aspect of the meeting is informal interactions between speakers and participants. Applications must clearly state how this will be achieved.
- At least 30% of the speakers must be women. If there is a lower proportion, a justification must be provided.

## PROGRAMME

### a) Symposium

The programme should cover the topic(s) in sufficient depth and breadth, also allowing time for questions and discussions.

India | EMBO Symposia must allow junior researchers 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 and tentative title of the talk or topic being addressed, for example:

| Day | Time          | Speaker /session title/ topic                              |
|-----|---------------|--|
| 1   |               | <b>Session on Chromatin Dynamics</b>                       |
|     | 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” |

#### b) Satellite session

The organizers have the option of adding a one-day satellite session to the symposium, if relevant. The aim should be to give participating students the necessary background to fully understand and benefit from the talks at the meeting. These satellite sessions should be focused on new methods and emerging techniques.

The programme of a satellite session should cover both theory and dry lab practice (e.g. a software or bioinformatics method) but no wet lab work, to enable participating students to (1) better understand the discussions during the symposium, (2) have a ready compendium of resources for future use, and (3) implement novel techniques in their home laboratories. Approximately 20 to 25 participants should be accepted. Participants should generally be early-stage career postdoctoral researchers and advanced PhD students.

When planning the satellite session, organizers are advised to:

- Encourage students to bring their own data (where appropriate);
- Provide students with theoretical background material including selected references, in addition to the programme, well in advance of the course;
- Include sufficient discussion time in the programme.

The draft programme should outline a provisional timetable that includes session titles with brief explanations of the subjects covered and how they fit together.

Poster sessions should be held at a time that encourages maximum 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 of this size.

## 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 in the form. Please fill the form with your estimates in Euros.

India Alliance / EMBO funds can be used to cover:

- Travel, accommodation and subsistence costs of the speakers;
- Onsite catering for participants;
- Reasonable administration costs – a maximum €5,500 of the funds and registration fee income can be used to cover secretarial/administration costs, including printing costs.
- Room hire, audio-visual and IT facilities essential for the workshop;

EMBO and India Alliance funds do not cover overheads.

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

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

#### Income

##### *Registration fees*

The maximum registration fee allowed for India I EMBO Symposia is:

PhD students and postdoctoral researchers – INR 2,000

Faculty participants – INR 5,000

If a satellite session is included, an additional fee of up to INR 1,000 may be charged.

#### Funding and Sponsorship

Please state the amount of funding requested from India Alliance and EMBO and other sponsorship that you expect.

The maximum core funding available for an **India I 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.

Also, list any non-monetary support. Ensure that all sponsors accept that the event be titled “**India I EMBO Symposium**” if selected for funding. Sponsors cannot be mentioned in the title of the meeting, but can be acknowledged on the website and the poster. Those 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.

Note: India Alliance and EMBO funding should be stated as such, not as sponsorship/sponsored by.

#### Budget balance

Total expenses should match the total expected income. Please explain if this is not the case.

The organizers must agree to provide an expense statement signed by the head of the institution to India Alliance within 3 months of the meeting.

## Selection

India Alliance and EMBO are looking to fund meetings that cover the latest developments in research areas underserved in India. The symposia are of an interdisciplinary nature and intended to

assemble the best experts worldwide. Applications should be timely, non-overlapping with other meetings in the same year, and as complete as possible. The committees will pay special attention to the following aspects:

## Scientific Programme

- The programme must cover frontier, pioneering and interdisciplinary areas of life sciences that are underserved in India.

## Speakers

- The selected speakers should fully cover the proposed topic.
- At least 30% of speakers should be women, and there should be a geographic balance.
- Speakers should be mostly confirmed.

## Networking aspects

- Sufficient time should be dedicated to poster sessions and networking opportunities. EMBO and India Alliance believe that networking is a vital component of every scientific meeting. Organizers are expected to facilitate networking through dedicated activities during the meeting, these should include, but not be limited to poster sessions, joint meals, meet the speaker sessions, flash talks. The selection committees welcome creative ideas regarding the facilitation/promotion of networking.

## Organizers

- The group of organizers should be scientifically and geographically diverse.

## Location

- The location must be suitable for the planned meeting.

# Confidentiality

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

Contacting individual members of the India Alliance or the EMBO Courses & Workshops Committee to influence the decision process will result in disqualification of the application.