

EMBO Global Lecture Series Terms and Conditions

As part of EMBO's initiative to catalyse interactions between scientists worldwide, EMBO supports series of two or more lectures given by leading researchers. EMBO provides **up to €3,500** towards the travel expenses and accommodation of the speaker. The lectures can take place in different research institutions or at scientific conferences.

Application

Applications can be submitted by the speaker or the host **at least 4 months** prior to the start date of the series. Decisions on funding will be made within 2 weeks. Please use the form provided on our website.

EMBO Global Lectures Series taking place **in Europe**:

The speaker should be:

- An EMBO Associate Member hosted by European researchers.
- A leading life scientist based in Brazil, Canada, Chile, China, India, Japan, Mexico, Singapore, South Korea, or Taiwan hosted by at least one EMBO Member, EMBO Young Investigator or EMBO Installation Grantee in Europe.
- A scientist based in Brazil, Canada, Chile, China, India, Japan, Mexico, Singapore, South Korea, or Taiwan who is an invited speaker at an EMBO Course or Workshop taking place in Europe.

The lecture series should take place in an **EMBC Member State**.

EMBO Global Lectures Series taking place **beyond Europe**:

The speaker should be:

- An EMBO Member
- An EMBO Young Investigator

The lecture series should take place in Brazil, Canada, Chile, China, India, Japan, Mexico, Singapore, South Korea, and/or Taiwan.

Costs covered by EMBO:

- In/outbound flight (standard economy**)
- Train (2nd class) or domestic flights (standard economy**)
- Accommodation
- Meals for the speaker and the host (up to €100 per visit)

Costs expected to be covered by the host:

- Local transport (e.g., airport shuttle, taxis)

Reimbursement

- Please use the travel expense claim form provided on our website.
- The speaker and the host can each claim their own costs separately, as long as the total amount does not exceed **€3,500**.
- No refund can be made if the trip is cancelled. Please take the necessary precautions.
- EMBO needs to receive the **original signed claim form and all original invoices/receipts and boarding passes by post**, but electronic receipts and electronic boarding passes are accepted by e-mail. Speakers/hosts must keep the original documents for ten years. As a not-for-profit organization we are regularly audited and may need to provide the originals.
- Expenses should be specified in the original currency.
- To have your expenses reimbursed as quickly as possible, please ensure that you state your bank details **fully and clearly** on the expense claim form.

**** Travel disclaimer:**

- Fare type: Only standard economy travel can be reimbursed
- Upgrading travel: Upgrade to premium economy or business class is possible if the speaker or the host is willing to cover the upgrade
- Invoicing: Only the economy price can be reimbursed by EMBO, thus please always submit the initial economy airfare, e.g. as a screenshot from the air company website, when sending your travel claim. No reimbursement can be made if only business class fare is indicated on the invoice.