**APPLICATION FORM for a Scientific Conference at EMBL**

Title of conference:

Start Date:

End Date:

Number of Days:

1. Organisers (please indicate all organizers):

Role (Main organiser/co-organiser/admin contact):

Name:

Address:

Email:

Role (Main organiser/co-organiser/admin contact):

Name:

Address:

Email:

Role (Main organiser/co-organiser/admin contact):

Name:

Address:

Email:

1. Previous event experience of all organizers (please list all events):
2. MAJOR OBJECTIVES (Principal themes and objectives of the event) – max. 200 words:
3. Keywords of the conference:
4. Why is it important to hold an event on this topic in the future? Why should this event be held at EMBL? – max. 200 words:
5. Similar Events (Mention any events on the same theme held in the past year or scheduled for next year and clearly indicate how the theme of your event will differ) – max. 200 words:
6. IF APPLICABLE – Feedback from previous meetings (please describe any improvements you propose to implement based on the experience of, and feedback from, the previous meeting(s). – max. 200 words:
7. What criteria will be used for selecting the participants?
8. Number of participants (excluding speakers) you plan to accept?
9. Percentage of participants who will be outside of Europe and Israel?
10. Percentage of participants who will be from Germany?
11. Percentage of places reserved for post-docs and students?
12. Speakers/Instructors (provide a comma-separated list, stating for each speaker: last name, first name, affiliation (institution), email address, confirmed/unconfirmed, female/male, young investigator (max. 5 years PI)/established investigator, spoke at previous event (if applicable), a few keywords regarding the (recent) contributions to the field that led to the invitation of that speaker, including the link to their web site or relevant publication.
	1. Example 1:

Jane Doe, The Francis Crick Institute, London, UK; jane.doe@crick.ac.uk, C, F.

Apical transport of epithelial cells, unconventional secretion of galectin-3.

(Jane Doe et al, EMBO J, 2018; pub med link or link to the speaker’s web site).

1. Programme (In the draft programme, please add in a few words what the invited speakers will contribute to that session: final titles are not expected at such an early stage. Please also provide one paragraph introduction, explaining the logic behind the order of the sessions.):

1. Estimate the total time (in %) dedicated to different activities (% of talks, % of poster sessions, % of networking and social events)