



LIVING
MACHINES
AT WORK

Guidelines Meeting

université
PARIS-SACLAY

Which scientific events are funded by LM@W?

LM@W helps to finance a range of scientific events including, but not limited to, scientific meetings, technological workshops, training courses, summer schools relevant to LM@W research axes:

- *structure and dynamics of living machines*
- *role of living machines in intracellular organization*
- *role of living machines in cellular heterogeneity within populations*
- *computational models of living machines*
- *bioinspired and synthetic living machines*

Is there a standard format for organising meetings?

There is no defined format of scientific meetings that will be considered for funding.

Who can organise LM@W-funded meetings?

They are organised by LM@W members, at least partially.

Where can we organise LM@W-funded meetings?

Meetings are organised within the Paris-Saclay University perimeter.

Who can participate in LM@W scientific events?

Scientific meetings can be intended for the Paris-Saclay community only or open to external participants. On the other hand, technological workshops, training courses and summer schools will be reserved to the Paris-Saclay community.

Can we invite speakers / instructors from outside Paris-Saclay?

Meetings may include internal or external speakers or a mix of both.

What expenses will be covered by LM@W?

LM@W funding can be used to reimburse accommodation, meals and travel expenses of the speakers and the documentation necessary to the participants. Although LM@W can reimburse the cost of renting a conference room, this must remain reasonable and we encourage the organisers to prefer rooms provided free of charge within the perimeter of Paris-Saclay University.

What budget can we ask for?

Applicants for LM@W meeting funding should indicate whether they are requesting full funding for their meeting or co-funding. In all cases, applicants must indicate the requested budget. We do not set a limit on the amount granted, but we will allocate all or part of the budget depending on our evaluation and the available funds at the time of the request.

Are there any dates for submission?

There are 3 application deadlines in March, June and October. We take a decision within 6 weeks.

Who evaluates the proposals?

The coordination committee/external experts will evaluate the proposals.

Submission procedure:

Proposals should be submitted in English using the provided template. The document should include the contact details of the applicant, the place and dates of the proposed scientific event, a justified description of the requested financial contribution, a provisional program (including speakers/instructors) and a brief description of the LM@W members that will be involved in the organisation. Proposals should not exceed 2 pages.

Submit your application as a single PDF file to living-machines.lptms@universite-paris-saclay.fr

More information: <https://www.universite-paris-saclay.fr/livingmachines>