

# General Procedure for the International Job Shadowing Program

## Program overview

The [Global BioImaging International Job Shadowing Program](https://globalbioimaging.org/international-job-shadowing)<sup>1</sup> is a program focused primarily on facility management and operation where one imaging facility hosts a visitor from another facility abroad. This provides an opportunity to share experience, knowledge, and know-how on a certain type of work and activities related to the facility itself. This is achieved by pairing the visitor with an experienced facility staff who accompany the visitor while performing daily tasks.

This allows facilities to establish or strengthen collaboration and to learn from each other on how to improve efficiency in various aspects of their work and to exchange the best practices in facility management and other activities.

## Target audience

The program is intended for **imaging core facility professionals** at all career stages and positions (e.g. facility directors, managers, and staff), as well as from those working in laboratories that provide imaging or microscopy services, user training in imaging or microscopy, or image analysis services and training.

This includes facilities and laboratories offering access to, services, or training in preclinical or medical imaging, light or electron microscopy, correlative methods, other imaging and microscopy modalities, and image analysis.

## Topics for the visit

The job shadowing may cover one or more of the following aspects related to the management of imaging core facilities:

- **Facility organization and management:** Planning facility space, setting up new facilities, relocating facilities, etc.
- **Safety:** Safety procedures and regulations in place
- **General processes:** Instrument reservations, charging for instrument usage (cost recharge, cost models), general facility protocols, etc.
- **Access models:** Open access policies, offered services, user access (internal, external, and international), user access costs, practical considerations, management of ethical issues, etc.
- **Quality management and quality control:** Instruments maintenance and upgrades, costs involved, service contracts, quality assessment, etc.
- **User training:** One-on-one training, training provided by facility staff (seminars, workshops, courses, etc.), organizational aspects
- **Image data management:** Data storage solutions and data management tools used at a facility and/or institution
- **Software tools:** Software tools used for image analysis and data management, development

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<sup>1</sup> <https://globalbioimaging.org/international-job-shadowing>

of in-house tools, etc.

- **Latest imaging technologies:** Overview of the latest imaging technologies available at the imaging core facility (hands-on training is only available at the host's discretion)
- **Staff development:** Professional development opportunities, career progression, etc.
- **Sample preparation:** Methods predominantly used at the facility, sample preparation as a service, ethical considerations, privacy concerns, etc.
- **Outreach activities:** Community building initiatives, activities, events

Although the job shadowing activities primarily aim to exchange best practices in the operation and management of imaging core facilities, a reciprocal exchange of information about ongoing research projects at the involved facilities may also take place to foster international scientific collaboration. This activity is at the discretion of both the host and the visitor.

## General procedure

The general procedure for organizing an international job shadowing visit is as follows:

1. **Choose the Facility:** You can choose any imaging core facility within the Global Biolmaging partner organizations for a job shadowing experience:
  - **Africa:** [African Biolmaging Consortium](#)
  - **Argentina:** [National Microscopy System](#)
  - **Australia:** [Microscopy Australia](#) and [National Imaging Facility](#)
  - **Canada:** [Canada Biolmaging](#)
  - **Europe:** [Euro-Biolmaging ERIC](#)
  - **India:** [India Biolmaging](#)
  - **Japan:** [Advanced Bioimaging Support](#)
  - **Latin America:** [Latin America Bioimaging](#)
  - **México:** [Laboratorio Nacional de Microscopía Avanzada](#)
  - **North America:** [Biolmaging North America](#)
  - **Singapore:** [SingaScope](#)
  - **South Africa:** [South Africa Biolmaging](#)

A list of imaging facilities can be found on the websites above. Furthermore, each facility typically has its own website with extensive information about imaging instruments housed at the facility as well as information to help an applicant choose the best facility to visit for their needs.

***Please note that the job shadowing visit is subject to the facility agreeing to receive and host a visitor.***

2. **Invitation letter:** Once you have chosen a facility that you would like to visit, please contact them directly to obtain an invitation letter. The invitation letter should be issued by the director or manager of the facility stating that the purpose of the visit is job shadowing. The invitation letter should be attached along with your application.
3. **Application:** Applications can be submitted during the open call period by completing the online form and providing the requested information (see point 4).
4. **Requested information:** As part of the application, the applicant will be asked to provide their contact information, professional background including their CV, a letter of invitation from a potential host, expectations for the job shadowing visit, and if you are not a director or manager of your facility, a letter of approval for your application, signed by your direct supervisor or facility director.

5. **Evaluation:** Submitted applications will be evaluated and scored by a selection panel based on the information provided in the application and their motivation for job shadowing.
6. **Admission:** Applicants are admitted to the program according to the score that they have obtained from the selection panel.
7. **Travel grants allocation:** The limited number of travel grants will be allocated to the applicants who scored the highest.

The travel grant covers the following expenses, primarily by **reimbursement**<sup>2</sup>:

- Round-trip airline ticket
- Accommodation expenses for the duration of the visit
- Breakfast, if not included in the accommodation package
- Visa application fee, if required
- Transit visa application fee, if required

*Please note that the travel grant covers expenses up to a certain maximum amount.*

8. **If your score is not sufficient to secure a travel grant:** If travel grants are not available, the applicant admitted to the program and accepted by the host facility will be responsible for covering their own travel expenses if they choose to continue with the program.
9. **Job shadowing visit:** The host and the visitor agree about all the practical issues related to the visit prior to the visit. The visit takes place during the time period agreed both by the visitor and the host.
10. **Feedback:** The visitor and the host agree to provide feedback on the job shadowing visit after the visit is completed.

## General responsibilities of Hosts and Guests

### The visitor should:

- Provide the host with an outline of what you are expecting from the job shadowing visit.
- Provide information about their background and expertise so that the job shadowing can be structured in the most productive way. A brief introduction to the host facility staff is encouraged to facilitate communication and exchange during the visit.
- Maintain confidentiality at all times during and after the visit. If necessary, preliminary confidentiality agreements may be signed at the beginning of the job shadowing period, at host's discretion.

### The host should:

- Agree with the visitor about the type of job shadowing that will take place and related details (timetables, access to laboratories and/or instruments, etc.) prior to the visit.
- Assist the visitor in obtaining a visa, if necessary, by providing supporting documentation such as a letter of invitation.
- Suggest the most optimal accommodation options in the vicinity.

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<sup>2</sup> Reimbursement is the process of repaying expenses related to travel and accommodation incurred during the job shadowing visit. Reimbursement takes place after the visit concludes and is processed via bank transfer by Global BioImaging's host organization, the European Molecular Biology Laboratory (EMBL). For a reimbursement to take place, proof of expenses must be submitted in the form of recipes, tickets, and/or boarding passes.

- Provide the visitor with information about the host facility, including its description, infrastructure, local rules, safety guidelines, etc.

Any other practical arrangements are at the discretion of both the host and the visitor.