

Science Research Conference Proposal Application

General Eligibility/Requirements (see full details in SRC Organizer Expectations document)

- Organizer/co-organizers should hold an advanced medical or doctoral degree
- Organizers should develop a conference plan that is projected to draw 100+ participants/speakers/sponsors (110+ for venues outside the US)
- Conference is projected to earn \$25,000+ in sponsorship/funding (not including FASEB seed money)
- Organizers and co-organizers will collaborate in planning and executing the conference by developing the program agenda, securing and managing speakers, engaging in fundraising activities, supporting marketing and outreach efforts, and completing administrative tasks such as reimbursement determinations and submission of the final conference report
- Applications are due 15-18 months in advance with an application deadline in the fall or winter

Checklist for Preparing the Application

Organizer Information

- ☐ Contact information for all co-organizers (up to 5)
- ☐ NIH biosketch or general CV for each organizer
- ☐ Each organizer's demographic information (race, gender, career stage) is collected to understand the collective organizer community, not for decision-making

Session Chairs and Speakers

- ☐ All session chairs must be confirmed with the submitted application
- ☐ 20-30% of invited speakers should be confirmed
- ☐ At least 50% of chairs/speakers should be new (have not spoken or chaired in the last two conference cycles)

Dates and Location

- ☐ Choose 3 sets of preferred start/end dates (most SRCs run May-Aug, and begin on Monday morning and end on Wednesday or Thursday before noon)

If any events are added outside of these program parameters, those costs, if any, are the organizers' responsibility (this could include audio visual fees, meeting room rental, food and beverages, etc.)

- ☐ Choose preferred region(s), venue type, and venue location (e.g., urban, mountain, beach)
- ☐ Decide whether you're interested in co-locating with another SRC, and with whom or what discipline

Program Content

- ☐ Create 3-5 key insights/takeaways attendees will gain from participating in the conference
- ☐ Identify relevant PubMed citations for the discipline using keywords in the field
- ☐ Plan for a Meet-the-Expert session (format and topics) for early career researchers
- ☐ Plan for a Career Development Workshop (format, focus, and goals) for early career researchers
- ☐ Develop a recruitment strategy for new speakers, early-career scientists, and a broad range of institutions/geographies
- ☐ Develop a target list of potential sponsors (companies, organizations, agencies)
- ☐ Complete the [conference schedule template](#) so it is ready to upload

If This Conference Has Been Held Before

- ☐ List the last 3 locations for this conference and the years the conference met
- ☐ List past attendance and sponsorship figures
- ☐ Develop a plan for what you would improve for the next cycle based on comments in the prior survey and include this plan in the application