



FASEB Science Research Conferences

SRC Organizer Responsibilities

By applying to and participating in the FASEB Science Research Conference (SRC) program, organizers agree to the following responsibilities and terms as a condition of FASEB's acceptance of their conference.

Definitions

Good Standing

A conference that has met its attendance minimum (100 participants, or 110 for international venues-conferences held outside the USA), met its fundraising minimum (\$25,000 in external funding), and submitted all required information.

Probation

Status assigned to a conference that falls below the attendance and/or fundraising minimums in a given cycle. A conference on probation may reconvene, pending approval from FASEB, and will be presented with restructuring options at that time to help rebuild attendance and sponsorship.

Responsibilities at-a-Glance

The table below sets out what organizers and FASEB each contribute across the shared areas of running a conference.

Topic	Organizers	FASEB
Program & Agenda	- Propose the conference title and session topics - Build the agenda, including speakers, session chairs, poster sessions, a Meet-the-Expert session, and a Career Development Workshop - Finalize the agenda no later than 12 months before the conference	- Select and contract the conference venue and vendors - Manage onsite logistics, food and beverage, A/V equipment, and poster board space - Prepare the digital abstract book and other conference materials - Provide complimentary registration and lodging for the primary organizer and the A/V volunteer (if applicable as not all venues will allow this)

Topic	Organizers	FASEB
Speakers & Session Chairs	• Personally invite and secure commitments from all session chairs, speakers, and workshop presenters • Provide FASEB with complete contact information at least 6 months before the conference • Ensure at least 50% of speakers and session chairs are new (have not spoken or chaired in the prior two cycles)	• Confirm registered speakers and share logistical details (registration, abstract submission, onsite A/V) • Provide A/V equipment and support for all speaker presentations • Provide registration support and customer service to all conference participants • Guide organizers and speakers through NIH R13 compliance for in-kind reimbursement
Fundraising & Finance	• Raise a minimum of \$25,000 in external funding, in collaboration with your assigned Conference Manager • Ensure all sponsorship contracts and pledges are signed by an official FASEB signatory • Support timely close-out of the conference books	• Set registration fees and manage all conference revenue, billing, and applicable tax filings • Provide \$10,000 in seed money (subject to conditions for probationary or international conferences) • Process speaker, presenter, and attendee reimbursements, and disburse travel and poster awards • Assist with sponsorship solicitation, compliance, and grant applications; fulfill sponsor benefits • Manage sponsor and grant close-out, including submission of the NIH RPPR where applicable
Marketing & Attendance	• Promote the conference through personal and professional networks • Draft a conference summary for use on the SRC website • Work toward a minimum of 100 attendees (110 for international venues), including speakers • Periodically review the attendee list	• Build and maintain the SRC website • Provide an Organizer Promotional Flyer • Promote the conference through email and social media on FASEB's set marketing calendar • Help identify new audiences to expand the conference's reach beyond your existing networks
Post-Conference & Reporting	• Participate in the business meeting to support succession planning • Allocate secured speaker reimbursement and award funds within 30 days of the conference's end • Submit a Final Report to the SRC Advisory Committee within 45 days	• Support succession planning and organizer nominations at the business meeting • Provide a Final Report template, along with conference statistics, demographics, and the attendee survey summary

Topic	Organizers	FASEB
		• Share conference survey results with organizers • Coordinate with the SRC Advisory Committee and any government agency or sponsor requiring a final report

Shared Commitment

Organizing an SRC is a significant undertaking for both the organizers and FASEB. If either party is not meeting the responsibilities outlined above, both parties agree to meet in good faith to determine next steps within a reasonable time frame, with the goal of keeping the conference on track.

Should circumstances require a change in dates, location, or format that affects the conference's resources or financial viability, FASEB and the organizers will convene to assess the impact and agree on a path forward before final decisions are made.

Cancellation, Rescheduling, and Relocation

- **If FASEB cancels the conference**, FASEB is responsible for any venue, vendor, or planning expenses incurred as of the cancellation date.
- **If the organizing committee dissolves** and is not replaced, the conference may be cancelled, and organizers may be held responsible for any resulting venue or vendor cancellation fees.
- **If organizers decide to cancel, reschedule, or relocate** the conference after FASEB has signed venue or vendor contracts, organizers may be held responsible for any resulting cancellation, rescheduling, or relocation fees.
- **If an individual organizer withdraws**, they are encouraged to work with their co-organizers to identify a replacement.

Performance and Probation

Organizers commit to building a conference that attracts a minimum of 100 participants (110 for international venues outside the USA) and raises at least \$25,000 in external funding. A conference that falls short of either goal will move to Probation status. Probationary conferences may reconvene, pending SRC Advisory Committee approval, and will be offered restructuring options to help rebuild attendance and sponsorship.

Recording and Conference Content

FASEB may record select conference sessions for sale as on-demand content to expand access to the research presented. FASEB will notify speakers of the possibility of recording during registration and will collect appropriate releases from presenters and participants at that time.

Code of Conduct

Upon acceptance into the SRC program, organizers will be asked to review and agree to FASEB's Volunteer Code of Conduct. All conference participants, including attendees and speakers, agree to a separate Conference Code of Conduct as part of registration. These commitments help ensure every SRC remains a welcoming, respectful, and safe environment for the scientific community.

Decision-Making

FASEB partners closely with organizers throughout the entire conference process, with final decisions on conference acceptance, dates, venue, conference status, program requirements, and seed money distribution made by FASEB to help ensure consistency and support across all SRCs.