

# FASEB Science Research Conferences (SRC) Application

## **SECTION 1: CONFERENCE TITLE AND ORGANIZER INFORMATION**

Insert the **OFFICIAL CONFERENCE TITLE** as you would like to see it advertised. List the conference organizers and include contact information and an NIH biosketch for each.

**CONFERENCE TITLE:** \_\_\_\_\_

Previous conference title (if applicable): \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_

### **ORGANIZING COMMITTEE:**

**Primary Organizer:** \_\_\_\_\_ Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Primary Responsibility:**     Sponsorships/Fundraising     Program Development     Attendee Recruitment/Marketing

**Co-Organizer:** \_\_\_\_\_ Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Primary Responsibility:**     Sponsorships/Fundraising     Program Development     Attendee Recruitment/Marketing

**Co-Organizer:** \_\_\_\_\_ Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Primary Responsibility:**     Sponsorships/Fundraising     Program Development     Attendee Recruitment/Marketing

**Co-Organizer:** \_\_\_\_\_ Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Primary Responsibility:**     Sponsorships/Fundraising     Program Development     Attendee Recruitment/Marketing

## **SECTION 2: CONFERENCE FOCUS**

*Provide a scientific category (and two subcategories if necessary) that best describes the focus of your conference and can be used for marketing and audience generation. (See Biology Categories included in Appendix 1.)*

Scientific category: \_\_\_\_\_

Subcategory (if needed): \_\_\_\_\_

Subcategory (if needed): \_\_\_\_\_

One-sentence description of the conference's focus, for example: *"The conference will explore the latest findings in the field of skeletal muscle satellite cells and regeneration."*

\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 3: SCHEDULING AND LOCATION PREFERENCES**

*Provide three choices of weeks to hold the conference and provide start and end dates. Please note: conferences start on Sundays and end on either Thursdays or Fridays by noon.*

**Week 1:** \_\_\_\_\_ **Week 2:** \_\_\_\_\_ **Week 3:** \_\_\_\_\_

*Choose from the options below to help determine the future location for your conference:*

### **United States:**

- Northeast
- Southeast
- Mid-Atlantic
- Southwest
- Midwest
- West
- Northwest

### **International:**

- Asia
- Canada
- Caribbean
- Europe
- South America
- Other (fill in) \_\_\_\_\_

### **Venue type:**

- University Setting
- Business Hotel
- Conference/Convention Center
- Resort
- Luxury Environment

### **Venue Location:**

- Beach
- Mountain
- Suburban (perimeter of city)
- Urban/City
- Rural/Country

### **Ideal travel time from nearest major airport:**

- Up to 30 minutes
- Up to 60 minutes
- Up to 2 hours

*Additional notes (optional):*



**SPECIAL SESSIONS:**

6) Organizers are required to schedule at least one Meet-the-Expert/Speaker Session to promote networking between young scientists and accomplished investigators. How will your Meet-the-Expert session be organized, and when will it be scheduled? How will the session promote networking? Choose one of the pre-defined options or describe your own session.

**Option 1: Breakfast/lunch/dinner dine-arounds:** Assign 2-3 speakers to a table. Young scientists can register in advance or onsite to dine with the experts. You may hold one session or offer additional sessions with other speakers.

**Option 2: Speed-dating format:** Includes 10-15 senior scientists and 10-15 young researchers for 5-minute expert interviews. Young researchers move to meet a new expert when a bell sounds.

**Option 3: Your idea:** \_\_\_\_\_

7) Organizers are required to schedule at least one Biomedical Research Workforce Development workshop and/or a Career-Oriented workshop for trainees (graduate students, postdoctoral fellows) and early-career investigators (see *Appendix 2*). Workshops should be designed to prepare trainees and early-career investigators for a variety of career options in the modern biomedical research workforce by broadening career and skill development outside traditional training. How will your Biomedical Research Workforce Development workshop and/or Career-Oriented workshop be organized, and when will it be scheduled? How will the workshops promote career/skill development, mentoring, networking and interaction among the SRC participants?

**Option 1: Panel discussion:** Prepare a career conversation topic, select a moderator and ask an expert panel to discuss the topic and answer questions from young scientists. Questions can be recorded in advance and the moderator can address them to the panel, thus allowing anonymity.

**Option 2: Roundtables:** After lunch, 1-2 experts are assigned to a table to discuss a specific career topic, with multiple tables of experts and topics. Junior researchers can sign up either in advance or onsite.

**Option 3: Presentation:** Invite a speaker to present on a career related topic and field audience questions.

**Option 4: Your idea:** \_\_\_\_\_

8) How will you advertise this conference? Describe the types of media to be used (include scientific societies, other meetings, websites, Twitter, LinkedIn, etc.).

9) Which companies/organizations/government agencies will you approach to provide financial support for this conference?

## **SECTION 5: FUTURE PROGRAM**

*Indicate if you will end on Thursday or Friday. For both final days, breakfast is mandatory and morning sessions are optional. List the sessions and topics that are planned during your conference.*

**Choose preferred date pattern:**     Sunday – Friday Conference    **-OR-**     Sunday – Thursday Conference

### **Sessions & Topics:**

## **SECTION 6: CONTENT ASSESSMENT**

*Complete the following list of speakers and session chairs to assist the FASEB SRC Advisory Committee in reviewing the proposal application. The Committee requires all session chairs to be confirmed before the application submission.*

**SESSION CHAIRS:** Please list session chairs who:

- Have confirmed their participation
- Identify as female
- Are international researchers
- From underrepresented groups

SPEAKERS: Please list speakers who:

- Have confirmed their participation
- Identify as female
- Are international researchers
- From underrepresented groups
- Are BRAND NEW speakers to the conference

SPECIAL/TARGETED PROGRAMMING:

*Indicate the number of:*

- Talks set aside for junior-level investigators to present their work: \_\_\_\_\_
- Poster sessions that will be organized: \_\_\_\_\_
- “Meet-the-Expert” sessions that will be organized: \_\_\_\_\_
- Career-oriented” workshops that will be organized: \_\_\_\_\_

**SECTION 7: SUBMITTING YOUR PROPOSAL**

1. Save a copy of this form for your records.
2. Email your proposal application to [SRCProposals@faseb.org](mailto:SRCProposals@faseb.org).
3. Enter the title and year of your conference in the subject line.
4. Attach the following items to your e-mail message:
  - NIH biosketch for all members of the organizing committee (new NIH format/maximum of 5 pages per person)
  - A Microsoft Word document with the responses to the questions from Section 4: Conference Justification (*if applicable*)

***Thank you for your proposal!  
We look forward to helping you plan a successful conference.***

*For questions or additional information, please contact our office at 301.634.7010 or via email at [SRCProposals@faseb.org](mailto:SRCProposals@faseb.org).*

## APPENDIX 1: BIOLOGY/BIOMEDICAL RELATED CATEGORIES

Agriculture	Anatomy
Biochemistry	Bioengineering
Bioethics/Ethics in Biotechnology	Biophysics
Bioinformatics/Computational Biology	Botany/Plant Biology/Plant Pathology
Biomechanics	Conservation Biology
Biotechnology	Environmental Biology/Protection/Sustainability
Cell Biology	Epigenetics
Developmental Biology	Genetics/Genomics/Genome Engineering
Emerging Diseases	Hematology
Epidemiology	Immunology
Evolutionary Biology	Marine Biology
Gene Therapy	Molecular Biology
Health Disparities	Neurobiology/Neuroscience
Integrative Biology	Population - Biology/Ecology/Genetics
Microbiology	Pathobiology/Pathology
Oncology	Pharmacology
Paleontology	Psychobiology
Parasitology	Stem Cell/Cell Therapy
Physiology	Synthetic Biology
Sociobiology	Vision
Structural Biology	Vaccines
Virology	

## APPENDIX 2: TRAINEE-DEVELOPMENT/BIOMEDICAL RESEARCH WORKFORCE DEVELOPMENT/CAREER-ORIENTED WORKSHOPS *(Suggestions only)*

How to Succeed in Science	Career/Professional Development (Academia and/or Industry)
Faculty Peer-Mentoring	Creating and Using an Individual Development Plan (myIDP)
Career Basics for Biomedical Researchers	Interviewing Skills
Negotiation/Evaluating Offers	Grantsmanship Training
Intellectual Property	Exit Strategies for Leaving the Postdoc
Selecting a Postdoctoral Position	Networking
Journey to Success: Career Paths for Biomedical Scientists	Science and Technology Policy/Advocacy; Policy Research Talks
What to Do with Your Biomedical PhD	Leadership in Life and Lab
Writing for Biomedical Publications	Presentation Skills/How to Give a Good Research Talk