

## FASEB SCIENCE RESEARCH CONFERENCES (SRC)

### APPLICATION INSTRUCTIONS

FASEB welcomes applications for conferences in the fields of biological and biomedical sciences. Organizers and their Co-Organizers must hold an advanced medical or doctoral degree, and should have a track record in their field in order to apply to the SRC program. It is expected that your conference should be attended by a minimum of 100 participants (including speakers), and should earn a minimum of \$25,000 USD of funding (not including FASEB seed money).

Organizers and co-organizers are responsible for all scientific aspects of the conference, marketing, and fundraising. Accepted conferences receive assistance from FASEB with site selection, contracting, marketing, grant writing support, and logistics management.

### ORGANIZER EXPECTATIONS

- Organizers are responsible for inviting and confirming all session chairs and approximately one-third of the speakers prior to submitting the conference application. Session chairs and speakers should include at least 50% new speakers, (having not spoken or chaired at the last two conferences), and a high representation of women, international participants, junior investigators (assistant professor or below), and participants from underrepresented groups.
- To encourage discussion and interest, most of the information presented in the program should be unpublished.
- Age distribution of meeting participants should span the entire range, with a generous representation of trainees.
- The program must include a "meet the speakers/experts" element for junior investigators.
- The program must include a biomedical research workforce development workshop and/or a career-oriented workshop for trainees (graduate students, postdoctoral fellows) and early-career investigators. This workshop should be designed to help prepare young scientists for a variety of career options in the modern biomedical research workforce through broadening their career and skill development outside traditional training.
- Junior investigators' work should ideally be presented early in the meeting to allow opportunities for the presentations to promote their interaction with more senior participants. For this reason, poster sessions should be scheduled in the first half of the meeting. Junior investigators' talks should be distributed to multiple sessions, rather than grouped in a single session.
- **For meetings that have been held previously: Past meeting evaluations, attendance, and sponsorship history** should be taken into consideration when building your program. Ideally, participants should be enthusiastic about the past meetings. If there were criticisms, organizers should address them and offer corrections for the next conference.

### PROPOSAL DECISIONS

Proposals are reviewed by the FASEB SRC Advisory Committee in late fall and in late winter. Shortly thereafter, you will receive a letter with the committee's decision. Once the sites become final in Spring, the FASEB Grants and Sponsorship Manager will be in contact with you to begin sponsorship efforts, and organizer instruction will be provided. A FASEB Conference Manager will be assigned to your conference who you will work closely with on all planning and logistics thereafter.

Submit your application to [srcproposals@faseb.org](mailto:srcproposals@faseb.org). Choose one of two submission dates:

**September 28, 2021 for a committee review in mid-November 2021.**

**February 10, 2022 for a committee review in mid-March 2022**

# FASEB SRC APPLICATION



## SECTION 1: CONFERENCE TITLE AND ORGANIZER INFORMATION

Conference Year:        2023            2024

Conference Title:

Previous conference  
title(s) (if  
applicable):

Expected number of  
attendees:

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### ORGANIZING COMMITTEE

List all organizers and contact information below. Please collect NIH biosketches for each to email together with the application package.

**PRIMARY Organizer**

**Name:**

Title:

Full Address:

E-mail Address:

Phone number:

**Primary  
Responsibility:**

Sponsorships/Fundraising

Program Development

Attendee Recruitment/Marketing

Part of a FASEB  
member society?

Yes            No

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**Co-Organizer Name:**

**Title:**

Full Address:

E-mail Address:

Phone number:

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

Part of a FASEB member society?      Yes      No

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**Co-Organizer Name:**

**Title:**

Full Address:

E-mail Address:

Phone number:

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

Part of a FASEB member society?      Yes      No

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**Co-Organizer Name:**

**Title:**

Full Address:

E-mail Address:

Phone number:

**Primary  
Responsibility:**

Sponsorships/Fundraising  
Program Development  
Attendee Recruitment/Marketing

Part of a FASEB  
member society?

Yes      No

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## SECTION 2: CONFERENCE FOCUS

Provide a scientific category and sub-category that best describes the focus of your conference that can be used for marketing and audience generation.

**MAIN Scientific  
Category (Select  
one from dropdown)**

**Secondary  
Scientific Category  
(Optional)**

One-sentence description of the conference focus: (Eg: "The conference will explore the latest findings in the field of skeletal muscle satellite cells and regeneration.")

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## SECTION 3: SCHEDULING AND LOCATION PREFERENCES

Provide three choices of weeks to hold the conference. Note: conferences start on Sunday evenings and end on Thursdays or Fridays by noon.

Date choice #1

Date choice #2

Date choice #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

<b>International:</b>	Africa	Asia
	Canada	Caribbean
	Europe	South America
	Oceania	
	Other	

<b>Venue Type:</b>	University Setting	Business Hotel
	Conference Center	Resort
	Upscale Environment	Other

<b>Venue Location</b>	Beach
	Mountain
	Suburban (city perimeter)
	Urban/City
	Rural/Country
	Other

<b>Ideal travel time from airport:</b>	Up to 30 min	Up to 60 min
	Up to 2 hours	2 or more hours

Additional notes:

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## SECTION 4: CONFERENCE JUSTIFICATION

If you need additional space, please create an additional Microsoft Word document.

1. Why is this topic of high interest to the scientific community?

2. List any PubMed citations that exist for this discipline:

3. If this conference has been held before, when and where were these conferences? How many participants attended? Describe how you have addressed suggestions/weaknesses from the last evaluation to make improvements to this conference.

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*Diversity, equity, and inclusion (DEI)*

*FASEB is committed to diversity, equity, and inclusion (DEI) in the biological and biomedical sciences and adheres to NIH and NSF policies and practices as guidelines to promote the participation of women, individuals with disabilities, and underrepresented groups (defined as Black/African American, Hispanic/Latinx, Native American/Alaska Native, Native Hawaiian, and Pacific Islander).*

4. How will you recruit NEW speakers that have not spoken previously in the two past cycles of this meeting? NEW speakers should include underrepresented groups, international researchers, and women.

5. How will you recruit individuals from underrepresented groups to attend and participate in the conference?

6. Do you have access to other scientific organizations that are geared to increase underrepresented individuals in the sciences? How will you advertise your conference via social media, listservs, newsletters, etc?

7. If this conference has been held before, what was the percentage of individuals from diverse backgrounds who attended and participated in your conference?

8. What is your process to ensure the recruitment of graduate students, post-docs, and early-career scientists/young investigators participation?

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**MEET THE EXPERTS SESSION**

Organizers are required to schedule at least one Meet-the-Expert 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?

### **How will this workshop be organized?**

Option 1: Breakfast/lunch/dinner dine-arounds: Assign 2-3 speakers to a table. Young scientists can register in advance or on-site 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.

Other:

Provide a brief description of professional and/or scientific topics that will be discussed during the Meet-the-Expert/Speaker Sessions.

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### **CAREER DEVELOPMENT SESSION**

Organizers are required to schedule at least one Biomedical Research Workforce Development workshop and/or a Career Development 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 this workshop be organized?**

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 on-site.

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

Other:





Speaker 1 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

Speaker 2 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

Speaker 3 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

Speaker 4 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

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**MONDAY MORNING**

**SESSION 2 TITLE:**

**CHAIR NAME:**

**CHAIR AFFILIATION:**

**CHAIR ID:**

Female

Non U.S.

UR group

Early career

Speaker 1 Name:

Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 2 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 3 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 4 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

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**MONDAY EVENING**

**SESSION 3 TITLE:**

**CHAIR NAME: CHAIR AFFILIATION:**

**CHAIR ID:** Female Non U.S.  
UR group Early career

Speaker 1 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 2 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 3 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 4 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

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**TUESDAY MORNING**

**SESSION 4 TITLE:**

**CHAIR NAME: CHAIR AFFILIATION:**

**CHAIR ID:** Female Non U.S.  
UR group Early career

Speaker 1 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 2 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

Speaker 3 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

Speaker 4 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

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**TUESDAY EVENING**

**SESSION 5 TITLE:**

**CHAIR NAME:**

**CHAIR AFFILIATION:**

**CHAIR ID:**

Female

Non U.S.

UR group

Early career

Speaker 1 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

Speaker 2 Name:

Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 3 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 4 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

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**WEDNESDAY MORNING**

**SESSION 6 TITLE:**

**CHAIR NAME: CHAIR AFFILIATION:**

**CHAIR ID:** Female Non U.S.  
UR group Early career

Speaker 1 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 2 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 3 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 4 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

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**WEDNESDAY EVENING**

**SESSION 7 TITLE:**

**CHAIR NAME:**

**CHAIR AFFILIATION:**

**CHAIR ID:** Female Non U.S.  
UR group Early career

Speaker 1 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 2 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 3 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

Speaker 4 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

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**THURSDAY MORNING**

**SESSION 8 TITLE:**

**CHAIR NAME:**

**CHAIR AFFILIATION:**

**CHAIR ID:**

Female

Non U.S.

UR group

Early career

Speaker 1 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

Speaker 2 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

Speaker 3 Name:

Speaker Affiliation:





Speaker ID: Female Non U.S.  
UR group Early career

Speaker 4 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

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**FRIDAY MORNING (OPTIONAL)**

**SESSION 10 TITLE:**

**CHAIR NAME:**

**CHAIR AFFILIATION:**

**CHAIR ID:** Female Non U.S.  
UR group Early career

Speaker 1 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 2 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 3 Name: Speaker Affiliation:

Talk Title:

Speaker ID: Female Non U.S.  
UR group Early career

Speaker 4 Name:

Speaker Affiliation:

Talk Title:

Speaker ID:

Female

Non U.S.

UR group

Early career

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## SECTION 6: CONTENT ASSESSMENT

From your list of Session chairs and speakers in Section 5, please indicate the total number for each:

### Session Chairs:

Confirmed participation

Underrepresented group

Identify as female

NEW to the conference

Non U.S. - based

### Speakers:

Confirmed participation

Underrepresented group

Identify as female

NEW to the conference

Non U.S. - based

### Special/Targeted Programming:

# of Meet-the-Expert sessions:

# of Career-Development sessions

# of talks set aside for junior investigators to present their work:

What sessions will include short-talks?

# of Poster  
sessions that will  
be organized:

What days  
will the  
Poster  
sessions  
occur?

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## SECTION 7: SUBMITTING YOUR PROPOSAL

1. Save a copy of this form for your records.
2. Email your application to 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)