

## FASEB – SRC Organizers Expectations

### Organizer Expectations

By applying to the FASEB SRC program, organizers understand, should their application be approved, that they will contribute the following to ensure the success of their conference:

- Overall.
  - Review the FASEB provided (post-acceptance) Organizer Manual to become familiar with the SRC process and planning details.
- Program Development.
  - Suggest a conference title and session topics.
  - Build a stimulating conference agenda with dynamic speakers, session chairs, and career development workshops.
  - Outline the conference program/agenda, speakers, workshops, poster sessions, and career development sessions etc. no later than 12 months before the SRC.
- Fundraising.
  - In collaboration with the FASEB Grants and Sponsorship Manager, obtain conference sponsorship to reimburse travel expenses for invited speakers/session chairs, cover additional awards for travel, short-talks, and posters, or provide coffee breaks or entertainment, as applicable to your SRC.
  - Aim to raise at least \$25,000 USD in SRC support from private companies, academic institutions, and government grants received by FASEB no later than 4 weeks prior to the SRC.
  - Ensure all contracts, agreements, and sponsorship pledges are approved and signed by an official FASEB signatory.
  - Assist the FASEB Grants and Sponsorship Manager in “closing the books” on the conference with the timely submission and collection of outstanding sponsor and government grants.
- Speakers.
  - Contact, invite, and receive commitment from invited speakers, session chairs, and “Meet the Experts” and career workshop presenters.
  - Provide FASEB with contact information for invited speakers at least 6 months prior to the SRC.
- Marketing and Attendance.
  - Craft a conference summary for the website.
  - With assistance from FASEB’s Marketing & Communications team, market your conference through a FASEB hosted SRC website, emails, social media, personal phone calls, etc.
  - Aim to attract at least 100 participants, including speakers and presenters.
  - Review the SRC attendee lists on a regular basis to ensure those registered are qualified to attend.
- Speaker Reimbursements and Awards.
  - Allocate secured funds within 4 weeks after your conference has ended.
- Final Report.
  - Complete a Final Conference Report for presentation within 45 days post-conference for submission to the FASEB Science Research Conference Advisory Committee and any government agency or sponsor that requests it.

## FASEB Expectations

By accepting an SRC application, FASEB will provide the following support/services to ensure the success of a Science Research Conference:

- Marketing and Attendance Communication.
  - Develop, launch, and maintain SRC websites.
  - Provide organizers a Marketing Toolkit, which includes email and social media templates, signature ads, and digital ads.
  - Implement an email marketing campaign based on FASEB email lists.
  - Provide registration assistance and customer service for speakers and attendees.
- Accounting.
  - Set and manage the conference budget.
  - Handle all financial management of the conference including setting registration fees and the collection of all revenue; paying bills, filing taxes to foreign governments if applicable, etc.
- Operations & Logistics, to include but not limited to:
  - Select and contract the conference site as well as all conference vendors.
  - Manage venue and vendors.
  - Procure audio-visual (AV) support and meeting technology.
  - Coordinate food and beverage for official conference events.
  - Provide poster boards or an equivalent poster mechanism.
  - Handle all general meeting logistics.
- Program Development.
  - Ensure digital access to abstracts and other conference materials.
- Fundraising & Reimbursements
  - Provide each SRC \$10,000 USD in seed money to defray a portion of the costs related to student registration discounts, speaker travel and registration, miscellaneous food and beverage, or group activities.
  - Assist with sponsorship, fundraising, and compliance.
  - Assist with commercial and government grant applications and notifications.
  - Fulfill sponsor benefits and registration.
  - Facilitate poster and travel award disbursement and procedures.
  - Process speaker or attendee reimbursements based on organizer direction and within sponsor terms.
  - Close out any sponsor reporting, including assisting with submission of Research Performance Progress Report (RPPR) to closeout NIH grant applications.
- Speakers
  - Officially confirm speakers and share crucial information about registration, the abstract submission process, AV equipment available onsite, media releases, etc.
- Final Reporting
  - Share the results of the conference survey with organizers.
  - Work with the SRC Advisory Committee and any government agency or sponsor that requests it.

## FASEB – SRC Organizer Commitment

Organizing a Science Research Conference is a big commitment, for the Organizer as well as FASEB. Under certain circumstances, a conference may change dates, locations, and/or formats impacting resources and financial viability of the meeting. In those cases, FASEB and the Organizers will convene to assess impact and discuss mutually agreeable solutions before final decisions are made.

If either party fails to demonstrate an effort toward the general expectations above, the parties agree to meet and determine next steps to remedy the situation within a reasonable time frame to ensure the success of the SRC.

In addition, the following provisions apply:

FASEB Cancellation of the SRC. Should FASEB outright cancel an SRC, FASEB will be financially responsible to cover any venue, vendor, or FASEB planning expenses as of date of cancellation.

Organizer Committee Dissolution/Cancellation, Rescheduling, or Relocation of the SRC. Should the organizing committee dissolve and is not replaced with other participants, the conference may be cancelled, and the SRC organizers may be held responsible for any venue/vendor cancellation fees. Should the SRC organizers decide to cancel, reschedule, or relocate an SRC after FASEB signed any conference support contracts, SRC organizers may be held responsible for any venue/vendor cancellation/rescheduling/relocation fees.

Organizer Withdrawal from SRC. Should an Organizer withdraw from an SRC Organizing Committee, the Organizer is encouraged to confirm with their Co-Organizers whether a replacement is needed and if so, help identify their replacement.

Performance. As a FASEB SRC Organizer, you commit to facilitate a compelling conference program attracting a minimum of 100 participants (attendees and speakers) and to raise \$25,000+ in external funding. A successful SRC will achieve/exceed both metrics. An SRC below the attendance or fundraising goals will move to a Probation status; if on Probation, the SRC may convene again (pending SRCAC application approval) to re-build attendance/increase sponsorship levels. SRCs on Probation not achieving attendance and/or sponsorship expectations will be invited to choose from a few conference restructuring plans, including virtualization or re-directing sponsor funds towards conference operations to continue to meet in-person.

Recording. FASEB may professionally record, in audio, video, or other format, speaker presentations at the SRC to allow a remote audience to engage with the topic post-event for a fee. FASEB will collect the appropriate releases from presenters during the abstract collection process and from all participants during registration.

Volunteer Code of Conduct. When a conference application is accepted by FASEB, conference organizers will be asked to sign that they read, understood, and agreed to abide by FASEB's Volunteer Code of Conduct.