

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- To encourage discussion and interest, most of the information presented in the program should be unpublished.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 submitted by the deadline will be reviewed by the FASEB SRC Advisory Committee in the fall and spring. Three to six weeks after the review, you will receive a letter with the committee's decision. Once approved, conferences will choose a venue. The FASEB Grants Proposal Manager will then be in contact with you to begin sponsorship efforts, and 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. Choose one of two submission dates:

New and previously held FASEB SRCs - February 10, 2021 (for review March 2021)

2022 FASEB SCIENCE RESEARCH CONFERENCES (SRC) APPLICATION FORM

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

Please note any potential conflicts with other FASEB conferences or conferences in the field.

Additional notes (optional)

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?

- 5) What is your process to ensure the recruitment of graduate students, postdocs, and early-career scientists/young investigators participation?

SPECIAL SESSIONS:

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? 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: _____

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

- 6) 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:** _____

Provide a brief description of the focus, objectives and goals of the Career-Oriented Workshop.

7) How will you advertise this conference? Describe the types of media to be used (for example, include access to scientific societies or journal editors, other meetings where this conference can be advertised, online calendars, social media (Twitter, Facebook, LinkedIn, etc.), email lists, personal calls to labs or colleagues to encourage attendance, etc.)

8) 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

Please insert program details in day order as requested below. Session titles should be listed with session chairs and affiliations. Indicate the tentative talk titles within each session and list up to 4 speakers per session (not including short talks selected from submitted abstracts).

The FASEB SRC Advisory Committee requires all session chairs to be confirmed before the submission of the application. **Please identify each session chair/speaker using the criteria listed below:**

CONFIRMED?	Session chairs and/or speakers who have confirmed participation
NEW	Session chairs and/or speakers who are NEW to the program <i>(Note: NEW speakers defined as one that has not spoken at the last two conferences.)</i>
F	Female
Int'l	International researchers
UG	Underrepresented groups
Early	Early career scientist and have not yet received their first R01 or equivalent funding

SUNDAY

To include: Registration 4 p.m. – 9 p.m., Welcome Reception 5 p.m. – 6 p.m., Dinner 6 p.m. – 7 p.m.

Title of Keynote Address: _____

Keynote Speaker: _____ **Affiliation:** _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Title of Session: _____

Session Chair: _____ **Affiliation:** _____

Chair Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Speaker 1: _____ **Affiliation:** _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 2: _____ **Affiliation:** _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 3: _____ **Affiliation:** _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 4: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

MONDAY

Title of Morning Session: _____

Session Chair: _____ Affiliation: _____

Chair Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Speaker 1: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 2: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 3: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 4: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Title of Evening Session: _____

Session Chair: _____ Affiliation: _____

Chair Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Speaker 1: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 2: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 3: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 4: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Number of short talks selected from abstracts: _____

TUESDAY

Title of Morning Session: _____

Session Chair: _____ Affiliation: _____

Chair Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Speaker 1: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 2: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 3: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 4: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Title of Evening Session: _____

Session Chair: _____ Affiliation: _____
Chair Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Speaker 1: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 2: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 3: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 4: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Number of short talks selected from abstracts: _____

WEDNESDAY

Title of Morning Session: _____

Session Chair: _____ Affiliation: _____
Chair Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Speaker 1: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 2: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 3: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 4: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Title of Evening Session: _____

Session Chair: _____ Affiliation: _____

Chair Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Speaker 1: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 2: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 3: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 4: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Number of short talks selected from abstracts: _____

THURSDAY

Title of Morning Session: _____

Session Chair: _____ Affiliation: _____

Chair Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Speaker 1: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 2: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 3: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Speaker 4: _____ Affiliation: _____

Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Tentative Talk Title: _____

Title of Evening Session: _____

Session Chair: _____ Affiliation: _____

Chair Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Speaker 1: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 2: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 3: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 4: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Number of short talks selected from abstracts: _____

FRIDAY

Option 1: Half-day session, departures at 12 p.m. with box lunch

Option 2: Breakfast, departures at 9 a.m.

Title of Morning Session: _____

Session Chair: _____ Affiliation: _____

Chair Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable

Speaker 1: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 2: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 3: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Speaker 4: _____ Affiliation: _____
Speaker Identification (check any as appropriate): CONFIRMED? NEW F Int'l UG Early not applicable
Tentative Talk Title: _____

Number of short talks selected from abstracts: _____

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 _____
- Identify as female _____
- Are international researchers _____
- From underrepresented groups _____
- Are NEW to the conference _____

SPEAKERS:

- Confirmed participation _____

- Identify as female _____
- Are international researchers _____
- From underrepresented groups _____
- Are NEW to the conference _____

SPECIAL/TARGETED PROGRAMMING:

- 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 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*)

For questions or additional information, please contact our office at 301.634.7010 or via email at SRCProposals@faseb.org.

Thank You for Submitting Your Conference Application

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