Introduction

Congratulations on being selected as an organizer for a Federation of American Societies for Experimental Biology (FASEB) Science Research Conference (SRC), one of the world’s most prestigious science assemblies.

For more than 35 years, FASEB has hosted a conference series to encourage collaboration among experimental scientists in research areas undergoing rapid advances. We have long been committed to convening and engaging scientists on vital and emerging topics in the biological and biomedical sciences.

Our goal with the FASEB SRC Quick Start for Organizers is to introduce you to the SRC lifecycle, and confirm your responsibilities and ours. The Quick Start provides you with an informal and efficient FASEB SRC overview, breaking out key elements of the process. A more detailed FASEB SRC Conference Manual will be shared with you in June.

Our central goal at FASEB is to be your partner on this journey. You’ll find your expert SRC Conference Manager will lead you through the process and manage key logistics of your conference. Our FASEB Grants Proposal Manager will assist you with fundraising, grant submission, and award reimbursement, and our Marketing & Communications team will help you promote your conference.

Our Understanding

FASEB is pleased to partner with distinguished scientists like you to host our Science Research Conferences. Our FASEB SRC Series brings together some of the most esteemed scientists from around the globe for networking, collaboration, and the sharing of cutting-edge research. As part of our agreement, we ask that you commit to the following:

• Raise at least $25,000 USD in sponsor support from private companies, academic institutions, and government grants for your SRC.
• Draw a minimum of 115 participants, including speakers and presenters, to your conference.
• Ensure all contracts, agreements, and sponsorship pledges are approved and signed by an official FASEB signatory.
• Review attendees’ CVs to ensure those registered are qualified to attend.
• Ensure the existence of any significant financial interest or other relationships of speakers or session chairs are disclosed.
• Assist our Grants Proposal Manager in “closing the books” on your conference with the timely submission and collection of outstanding sponsor and government grants.
**FASEB Responsibilities**

Our expert staff—your SRC Conference Manager, the Grants Proposal Manager, and the Marketing & Communications team—looks forward to assisting you in completing your FASEB SRC preparations. Our responsibilities include:

- **Site selection and contract negotiations**
- **Venue and vendor management**
- **Pre-, post-, and on-site conference management**
- **Meeting logistics**
- **Coordinate food and beverage for official conference events**
- **Secure poster boards and audiovisual equipment**
- **Attendee and speaker registration updates**
- **Assist with the digital abstract book preparation using My Essentials, a private sharing portal**
- **Build and maintain all SRC websites**
- **SRC marketing (in tandem with organizers)**
- **Financial management and conference budgeting**
- **Assist with sponsorship, fundraising, and compliance**
- **Assist with commercial and government grant applications and notifications**
- **Fulfillment of sponsor benefits and registration**
- **Speaker reimbursement processing**
- **Facilitation of poster and travel award disbursement and procedures**

**Organizer Responsibilities**

As a FASEB SRC organizer, you make our meetings possible, and your partnership is essential. Working with your FASEB SRC Conference Manager, the Grants Proposal Manager, and the Marketing & Communications team, you will make key decisions regarding the conference schedule, program, fundraising, and marketing. Your responsibilities include:

- **Planning.** Determine the conference title, scheduling, and session topics.
- **Program Development.** Use the online FASEB Program Builder on our Organizer Review Site to outline the agenda, speakers, workshops, and career development sessions.
- **Fundraising.** In collaboration with the Grants Proposal 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.
- **Speakers.** Contact, invite, and confirm all speakers, session chairs, and “Meet the Experts” and career workshop presenters.
- **Marketing.** With assistance from FASEB’s Marketing & Communications team, market your conference through a dedicated FASEB SRC website, emails, social media, personal phone calls, etc.
- **Speaker Reimbursements and Awards.** Allocate secured funds in a timely manner after your conference has ended.
- **Final Report.** Complete a Final Conference Report for presentation to the FASEB Science Research Conference Advisory Committee and any government agency or sponsor that requests it.
FUNDAMENTALS OF THE FASEB SRC PROCESS

Federal Grants

Most FASEB SRCs are the fortunate beneficiaries of federal grants that help offset the costs of speaker travel and awards reimbursement for SRC short-talks and poster sessions. This welcome funding is awarded to organizers but managed and reimbursed by FASEB.

The federal government has formal mechanisms to support these popular science conference grants through the National Institutes of Health (NIH), the National Science Foundation, and the U.S. Department of Defense. These grants are designed to benefit meetings that support the goals of a particular federal institute or program.

For example, the NIH Research Conference Grant (R13) supports high-quality conferences that are relevant to the scientific mission of the NIH’s participating institutes and centers. The R13 grant applications are due August 12 of the year prior to your conference, and we work with you to ensure they are delivered on time.

Sponsorship

Next to federal grants and registrations, sponsors are going to be your principal source of conference revenue, which will enable you to deliver your conference vision and a memorable experience.

Sponsors generally look for ways to create a positive impression with your attendees. Private companies are often supportive of conferences if they are awarded visibility, such as having their logos on marketing collateral, sponsoring refreshments at the conference, or distributing materials at the event.

Importantly, each conference will receive $10,000 USD from FASEB in “seed money” to defray a portion of the costs related to speaker travel and registration, miscellaneous food and beverage, entertainment, or group activities.

Program

Good science and an engaging program define a great meeting. FASEB relies on your breadth of experience and knowledge to design a conference that will advance research in your field and attract the interest of your colleagues from across the globe.

Attendees are looking for unique educational experiences not found at other events. As you plan your conference, we know you’ll provide an important channel for researchers in your field to exchange information and to empower early career investigators with invaluable opportunities for career development, networking, and mentoring.

As part of your organizer responsibilities, you’ll need to make decisions about the main components of the program, including making choices about scientific sessions, poster sessions, keynote speakers, and other workshops or events you would like to hold during the conference.

A great tool in the process will be our online FASEB Program Builder, which is featured on FASEB’s Organizer Review Site. There, you will be able to outline the agenda, speakers, meet-the-expert sessions, and career development workshops. With your programming leadership, we can develop a memorable and significant conference.

Logistics & Budget

Your Conference Manager is your partner in planning your FASEB SRC. Already, work has begun selecting a conference venue and choosing affordable accommodations. Going forward, we will work together to finalize logistics such as lodging, food and beverage, and other conference activities.

FASEB uses a business model to ensure our attendees are able to have the fullest and most integrated conference experience. We have done everything possible to keep
costs reasonable given our outstanding locations and amenities. We also offer a $150 advance registration discount to keep costs reasonable.

Staying on budget, avoiding a loss, and charging the right amount for conference registrations are all very important elements of the SRC budget process. You’ll find we are partners in keeping costs in check to ensure each FASEB SRC breaks even.

An experienced onsite Conference Manager will be assigned to your SRC to support you during your conference. This well-briefed SRC team member, working with your Conference Manager, will be knowledgeable about all the nuances and details of your conference to successfully manage all the logistics and conference activities onsite.

**Marketing**

So, you’ve put together a great program at a wonderful destination. Next, you need to tell your friends, colleagues, and the science industry about it. FASEB’s Marketing & Communications staff will work with you to market your conference.

FASEB SRCs succeed when organizers take an active role in outreach efforts to prospective attendees, speakers, and leading experts. More than 75 percent of SRC attendees typically register in response to organizer invitations, colleague referrals, or after having attended a previous FASEB SRC.

Our staff offers you strategic and technical support with FASEB’s SRC Organizer Marketing Kit, which includes SRC-branded marketing collateral such as flyers, emails, and social media content. We also develop a dedicated FASEB SRC website to highlight your program and speakers.

**GENERAL TIMELINE FOR THE FASEB 2020 SRC SERIES**

Our 18-month FASEB SRC lifecycle allows us to work collaboratively with you to create the best conference possible.

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<thead>
<tr>
<th>DEADLINES</th>
<th>ORGANIZER MILESTONES</th>
<th>FASEB MILESTONES</th>
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<tbody>
<tr>
<td>February 2019</td>
<td><strong>2020 SRC SERIES APPROVED</strong></td>
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<tr>
<td>April 2019</td>
<td><strong>SRC fundraising begins:</strong> attend SRC Fundraising Webinar</td>
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<tr>
<td>August 2019</td>
<td><strong>SRC marketing begins:</strong> submit preliminary program and speaker information for the conference website</td>
<td><strong>Begin building the FASEB SRC websites</strong></td>
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<tr>
<td>September 2019</td>
<td><strong>SRC planning begins:</strong> SRC kick-off call with Conference Manager to review FASEB conference procedures, online tools, timelines, responsibilities, etc.</td>
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<tr>
<td>October 2019</td>
<td>Invited speakers list due to FASEB</td>
<td>Conference websites go live</td>
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<tr>
<td>Nov 2019</td>
<td><strong>REGISTRATION OPENS</strong></td>
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<tr>
<td>November 2019</td>
<td>Attend an SRC Marketing Webinar</td>
<td><strong>SRC Marketing Kits sent to organizers</strong></td>
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<td>December 2019 to Summer 2020</td>
<td>Work continues on fundraising, planning, marketing</td>
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<tr>
<td>2 months before SRC</td>
<td><strong>ADVANCE REGISTRATION CLOSES</strong></td>
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<td>4 weeks before SRC</td>
<td>Final program; speaker and poster abstract details due</td>
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<tr>
<td>4 weeks before SRC</td>
<td><strong>REGISTRATION CLOSES</strong></td>
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<tr>
<td>6 weeks post-SRC</td>
<td>Final Conference Report due to FASEB</td>
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