

SRC Application Instructions

FASEB welcomes conference applications in the fields of biological and biomedical sciences. Organizers and co-organizers must hold an advanced medical or doctoral degree and should have a track record in their field to apply to the SRC program. Each SRC should attract 100 participants or more (including speakers) and earn at least 25,000 USD in sponsorship/funding (not including FASEB seed money).

Organizers and co-organizers are responsible for all scientific aspects of the conference, marketing, and fundraising. For accepted conferences, FASEB will provide site selection services, marketing support, grant/sponsorship assistance, and logistics management.

Conference & Program Expectations

- Organizers are responsible for inviting and confirming all session chairs and approximately one-third of the speakers before 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 speakers should represent a mix of geographic and career-stage scientists and professionals that will provide attendees with a broad view of the science.
- To encourage discussion and interest, FASEB recommends that most of the information presented in the program should be unpublished.
- Career-stage distribution of conference participants should span students to advanced career attendees, with a generous representation of trainees.
- The program must include a "meet the speakers/experts" element for trainees (graduate students, postdoctoral fellows) and early-career 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 early-career scientists for a variety of career options in the current/future biomedical research workforce through broadening their career and skill development outside traditional training.
- Schedule presentations by early-career investigators early in the conference to allow opportunities for the presentations to promote their interaction with more experienced participants; therefore, poster sessions should be held in the first half of the conference. Talks by early-career investigators should appear in multiple sessions, rather than grouped in a single session, although a session highlighting their work could also be appropriate.
- For conferences previously held: Consider past meeting evaluations, attendance, and sponsorship history. What has worked well that you want to continue, and what improvements can be made when building the new conference program? If there were suggestions for improvements from the attendees, organizers should address them and offer changes/adjustments for the next conference.

Diversity, Equity, Accessibility, and Inclusion Policy

FASEB is committed to sustaining diversity, equity, accessibility, and inclusion in the biological and biomedical sciences. FASEB's goal is to create and support a conference environment that is welcoming and safe for all. FASEB believes the inclusion of diverse participants, including attendees and speakers, is critical to the scientific and educational integrity of conferences. Organizers are expected to design programs that reflect this commitment. View our listing of [diversity resources](#) for organizers.

Green Pledge

SRCs are committed to improving energy and waste efficiency in all aspects of our operations, with a particular pledge to decrease our conferences' carbon footprints and to become more environmentally sustainable. To support this goal, organizers are asked to:

- Prioritize a conference location central for the community to minimize travel/ meet in destinations with large life science communities in the discussion topic (less travel will also decrease the overall costs of an attendee to participate in your SRC).
- Consider co-locating with another SRC to reduce the carbon footprint of equipment/services needed in managing the event.
- FASEB will provide online resources (vs. printed) and work with local vendors to have locally sourced foods and other resources to minimize the environmental footprint.

Proposal Decision Timeline

Proposal deadlines are in Q3 2023 and Q1 2024, approximately 21-15 months in advance of the conference. Submitted proposals are reviewed by the FASEB SRC Advisory Committee. A few weeks following the official peer-review of your proposal, you will receive a letter with the committee's decision and comments (if applicable). If approved, you will begin working with FASEB to select a conference location. Then, FASEB's Grants and Sponsorship Manager will reach out to you to begin your fundraising efforts, and a FASEB Conference Lead will work closely with you on all planning and logistics through and after the conference is held.