



GETTING STARTED AS AN SRC ORGANIZER

Congratulations on being selected as an organizer for a FASEB Science Research Conference (SRC)—a prestigious opportunity to shape scientific collaboration and discovery. This overview outlines your key responsibilities and how FASEB supports you throughout the process.

YOUR RESPONSIBILITIES

Our FASEB SRC series attracts senior-, mid-, and early-career scientists for networking, collaboration, and the sharing of cutting-edge research. As part of our agreement, we ask that you commit to the following:

- **Program Development:** Craft and implement a scientific agenda with session titles, invited speakers, poster sessions, short talks, and workshops.
- **Fundraising:** Raise at least \$25,000 in external funding to offset registration fees for invited speakers, session chairs, and travel expenses for early-career scientists.
- **Recruitment and Marketing:** Acquire a minimum of 100 attendees, including speakers and participants by contacting your professional and personal networks, utilizing the promotional kits, and working with FASEB staff to promote your conference
- **On-site Leadership:** Work with FASEB staff at the conference to oversee and lead your sessions by coordinating speakers and awards, managing workshops, and assisting with post-conference reimbursements.
- **Final Summary:** Provide FASEB with a final report detailing your conference. Some sponsors or funding institutions may require a report as well.



FASEB'S RESPONSIBILITIES

FASEB supports every SRC by:

- Providing \$10,000 in initial seed funding for qualifying conferences.
- Assisting and guiding conference budgeting and financial management.
- Selecting a venue and negotiating the contract.
- Facilitating attendee registration management.
- Managing logistics on-site, coordinating with the venue for food, lodging, a/v equipment, meals, and poster boards.
- Acquiring and implementing grants and sponsorships.
- Marketing the conference through digital, and print media.

