

# ASBMB CONFERENCE PROPOSAL APPLICATION

## ORGANIZER INFORMATION

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Minimum of two, maximum of three organizers permitted. The primary organizer is the main point of contact for the ASBMB office. Organizers must be current ASBMB members in good standing.

### **Primary Organizer:**

Title:

Affiliation:

Full Address:

Phone:

Email Address:

ASBMB Member Number:

### **Co-Organizer:**

Title:

Affiliation:

Full Address:

Phone:

Email Address:

ASBMB Member Number:

### **Co-Organizer:**

Title:

Affiliation

Full Address:

Phone:

Email Address:

ASBMB Member Number:

## CONFERENCE TITLE

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Proposed conference title:

Expected number of attendees:

## CONFERENCE DATES, FORMAT AND LOCATION

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- a. Based on knowledge of this community, competing meetings, schedules, and holidays, provide three (3) choices of meeting dates that you wish to hold the conference.

Meeting dates, Option 1:

Meeting dates, Option 2:

Meeting dates, Option 3:

Every effort will be given to the organizers' choice of dates. Due to availability and budget guides, location and date preferences are not guaranteed.

b. Can the conference be held at the organizer's institution?

Yes

No

If the conference cannot be held at the organizer's institution, ASBMB will source and contract the venue.

c. On a scale of 1 to 3, 1 being the most important and 3 being the least important, rate the following in reference to your meeting venue:

Affordability:

Close to airport

Secluded area:

Other:

d. Venues or locations you would like ASBMB to include in the meeting venue search.

### **CONFERENCE DESCRIPTION**

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a. Describe the overarching theme of the conference and how it represents an emerging topic in the scientific community it is intended to attract. Include a list of the intended topics.

b. If this is a repeat conference, how is the proposed program unique/different from the previous program?

c. Describe the target audience, include career-levels, research areas, particular communities, international interest, etc. and what opportunities will be offered to attract an audience that includes graduate students and postdoctoral fellows.

- d. Describe the benefits of attending this conference to a prospective attendee (this will be used for marketing).

### CONFERENCE HISTORY

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- a. Has this conference been conducted before?

Yes

No

- b. If yes, answer the following question about past conferences. If no, skip to next section.

Dates:

Location:

Number of Attendees:

Organizers:

Affiliation (i.e. ASBMB, Gordon, SRC, etc.):

Dates:

Location:

Number of Attendees:

Organizers:

Affiliation (i.e. Gordon, SRC, etc.):

### MARKETING/PROMOTION

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- a. Provide a list of scientific keywords [minimum of 5] that would describe the research interests of the prospective audience.
- b. List any recommended venues for advertising the meeting, including other scientific societies whose members may be interested in this topic.

### COMPETING CONFERENCES

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List the names, dates and locations of meetings with a similar topic that are scheduled to take place within 6 to 12 months of your proposed conference.

## FUNDRAISING

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- a. Provide a general overview of your fundraising approach/strategy and if you have any resources you have at your disposal to assist you in successfully raising sponsorship funds?
- b. Do you have any sponsorship commitments already confirmed? If yes, please provide details.

## INVITED SPEAKERS

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Please list the required information below for each proposed speaker. Include organizers on the list if also speaking. Max of 10 total.

Speaker name

Speaker affiliation

Domestic/International

Topic area

Male/Female      Male      Female

Underrepresented (if yes, define)

Speaker name

Speaker affiliation

Domestic/International

Topic area

Male/Female      Male      Female

Underrepresented (if yes, define)

Speaker name

Speaker affiliation

Domestic/International

Topic area

Male/Female      Male      Female

Underrepresented (if yes, define)

Speaker name

Speaker affiliation

Domestic/International

Topic area

Male/Female      Male      Female

Underrepresented (if yes, define)

Speaker name

Speaker affiliation

Domestic/International

Topic area

Male/Female      Male      Female

Underrepresented (if yes, define)

Speaker name

Speaker affiliation

Domestic/International

Topic area

Male/Female      Male      Female

Underrepresented (if yes, define)

Speaker name

Speaker affiliation

Domestic/International

Topic area

Male/Female      Male      Female

Underrepresented (if yes, define)

Speaker name

Speaker affiliation

Domestic/International

Topic area

Male/Female      Male      Female

Underrepresented (if yes, define)

Speaker name

Speaker affiliation

Domestic/International

Topic area

Male/Female      Male      Female

Underrepresented (if yes, define)

Speaker name

Speaker affiliation

Domestic/International

Topic area

Male/Female      Male      Female

Underrepresented (if yes, define)

#### **OTHER INFORMATION (OPTIONAL)**

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Provide any other information that may help the Meetings Committee evaluate the proposal.

#### **SUBMIT COMPLETED APPLICATION**

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Email completed application to [meetings@asbmb.org](mailto:meetings@asbmb.org) along with the organizer CV's.  
If you have any questions, please contact [meetings@asbmb.org](mailto:meetings@asbmb.org).

