



Regional Meeting Award application form

Completed forms should be submitted directly to education@asbmb.org

1. Please provide the following information:

- a. Name of the institution hosting the regional meeting:
(Applicants must have an active ASBMB Student Chapter)
- b. Name of ASBMB Chapter Advisor:
- c. Title of meeting:
- d. Date(s) of meeting:
- e. Registration deadline:
- f. Abstract submission deadline:
- g. Include the link to the meeting website (if available):

2. Describe the meeting, including sessions to be held and names of invited speakers, if known.

3. Describe the programmatic activities planned for undergraduates.

4. Indicate the number of anticipated undergraduate student participants. Include specifically how many ASBMB Student Chapter members and faculty will participate in the meeting.

5. List other schools that will be invited to attend this meeting.

6. Describe the role of student chapter members in the design and implementation of the meeting.

7. Briefly describe how the meeting will be advertised.

8. Describe how ASBMB will be promoted throughout the meeting.

9. Indicate the number of Student Chapter travel awards you are requesting (1-3).

10. Describe how the student chapter travel award winners will be determined.

11. Provide a budget for the meeting and clearly outline how the ASBMB award money will be used.

12. List other support including your host university.

13. Attach a document outlining the meeting program.