# SAtellite EVENT

# proposal form

SEB Members can submit proposals together with request for funding to organise an SEB satellite event, which would take place immediately before or after an SEB Event (i.e. the SEB Annual Conference).  Each of the SEB Sections Animal, Plant, Cell and Outreach Education and Diversity (OED) is allocated £6,500 each per annum for this purpose.

## Application Criteria

* Applicants for satellite funding must be members of the SEB
* the scientific topic of the proposed event must provide an introduction to or a continuation of the science covered at the SEB event to which it would be attached
* A maximum of £6,500 can be applied for per event

## Application Deadlines

Applications can be submitted each year on the following deadlines: **29 July** proposals must be submitted by **29 July** in the year prior to the event taking place. (i.e. proposals for 2024 should be submitted by 29 July 2023).

* **SEB Annual Conference**: applications for a satellite event attached to the SEB Annual Event must be made by **29 July** in the year prior to the Annual Event taking place (i.e. the SEB Annual Conference takes place in June/July each year).

## Decision

We aim to inform you of the outcome of your application within 1 month of the application deadline.

For successful applicants, the funding will be released within maximum 1 month from application approval.

## Returning your submission

Please return this form by email to proposals@sebiology.org no later than midnight GMT on the advertised deadline date.

The proposal will then be forwarded to the relevant SEB Section Chair/trustee (Animal/ Plant/ Cell/ OED).

1. APPLICANT’S DETAILS

Before completing your submission, please read through the Terms and Conditions on page 5 of this document. Submission of an application for funding denotes acceptance of these terms and conditions.

|  |  |
| --- | --- |
| Full Name  |       |
| Job Title |       |
| Organisation |       |
| Department |       |
| Work Address |                           |
| Email Address |       |
| SEB Membership Number |       |
|  |  |

## Event Details

|  |  |
| --- | --- |
|  |  |
| Section you are applying to | [ ] Animal Biology [ ] Plant Biology [ ] Cell Biology [ ] OED |
| Satellite Event Title |       |
| Organiser(s) Details (i.e. names, affiliation, email address) |       |
| SEB Event to which the satellite event would be attached  |       |
| Proposed Dates of Satellite Event |       |
| Proposed Location/Venue  |       |
| Anticipated number of delegates  |       |
| Anticipated Audience Description  |       |
|  |  |

## Scientific topic and programme

### Event Topic

|  |  |
| --- | --- |
|  |  |
| Describe the event topic  |       |
| Case for Scientific Programme (please address timeliness, importance, topicality)  |       |
| How will the event complement the science covered at the SEB event to which it would be attached |   |
| Overall aims and objectives of the event and expected impact  |       |
|  |  |
| Additional details such as networking slots, oral presentations selected from abstracts and poster sessions  |   |
| Competing/ recent events on this topic  |       |
| Is there an opportunity for collaboration or co-operation with organisations doing similar work?  |       |
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### SPEAKER DETAILS

The Society for Experimental Biology is committed to increasing equality and diversity in the biosciences. Our work in this area permeates through all of our activities and we would like to ask you to be mindful of this commitment when proposing speakers. There is an expectation that your final line of speakers will reflect a broad and diverse demographic. Please refer to our [diversity and inclusion policy](https://www.sebiology.org/who-we-are/equality-diversity.html) and [five-year strategy](https://www.sebiology.org/who-we-are/structure-and-governance/strategy.html) for more guidance.

|  |  |
| --- | --- |
| Speaker Name and affiliation | Topic  |
|       |       |
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## FUNDING

### SEB REQUESTED FUNDING

|  |  |
| --- | --- |
| Funding requested (maximum £5000) | 5000 |
| Proposed use of SEB funding  |       |
|  |  |

### Other Sponsorship and support

Please provide details of other sponsorship the event is expecting to receive.

|  |  |
| --- | --- |
| Sponsor Name  | Expected Sponsorship (£ GBP)  |
| Insert name  | Insert amount (£) |
| Insert name  | Insert amount (£) |
| Insert name  | Insert amount (£) |
| Insert name  | Insert amount (£) |
| Insert name  | Insert amount (£) |
| Insert name  | Insert amount (£) |
| Total Expected Sponsorship  | Insert total amount (£) |
|  |  |

## Terms and Conditions

Submission of an application for funding denotes your acceptance of and confirms your compliance with all the requirements laid out in our Terms and Conditions on pages 5 of this document. Please read the terms and conditions carefully and sign below.

I agree to abide by the conditions set out in the Terms and Conditions attached to this document.

Signed: Date:

# TERMS AND CONDITIONS

Please read through the Terms and Conditions below. Submission of an application for funding denotes acceptance of these terms and conditions.

## organising the event

You will need to work collaboratively with the SEB in organising the event as follows:

* As the scientific organiser of the event you will be responsible for organising the scientific programme
* The SEB will be responsible for organising the logistics of the event including: managing  abstract submission, registrations, advertising and publicity, budget management.

## Funding Expenditure

In order to regulate how SEB funds are spent in relation to events, the organiser(s) agree to abide by the funding expenditure regulations below:

* Funding expenditure will be managed by the SEB with input from the scientific event organiser
* The event budget will be managed by the SEB
* The funds must be used effectively and economically and the expenses must be fundamental to the achievement of the aims and objectives of the event as laid out in the funding application.
* SEB funding must contribute **directly to the costs of the event** for which the funds were awarded.
* Eligible and non-eligible expenses are detailed below

### Eligible Expenses

* + Venue hire costs
	+ Catering costs
	+ Printing costs associated with marketing or publicity for the event
	+ Hire of poster boards
	+ Student/ Early Career Scientist travel grant awards
	+ Awards for best presentations (poster/talk)

The list is not exclusive and other expenses may be granted with prior approval from the SEB office.

### Non Eligible Expenses

* Travel and subsistence costs (including meals and accommodation) of the organising committee and associated research personnel
* Passport and immigration fees
* The purchase of equipment or machinery

## AFTER THE EVENT

2 months after the event takes place you will need to provide us with the following:

* A event report of no more than 500 words, including pictures, summarising the science presented at the event including any highlights. This will be published on our website and in the SEB Magazine.