# ANNUAL Conference

# SeSSION

# PROPOSAL FORM

SEB Members can submit proposals together with request for funding to organise a session at the SEB Annual Conference. The decision on which sessions run at our Annual Conference is made by the relevant SEB Sections Animal, Plant, Cell and Outreach Education and Diversity (OED) and overseen by the Events Committee.

## Application Deadlines

The SEB Annual Conference takes place in June/July each year.

Session proposals must be submitted by **29 July** in the year prior to the Annual Conference taking place. (i.e. proposals for the 2024 Annual Conference should be submitted by 29 July 2023).

## Decision

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

## 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  | Insert name  |
| Job Title | Insert job title |
| Organisation | Insert organisation name |
| Department | Insert department |
| Work Address | House name/ numberStreet City/ StatePostcode/ Zip codeCountry |
| Email Address | Insert email address  |
|  |  |

## PROPOSED Session Details

|  |  |
| --- | --- |
|  |  |
| Section you are applying to | [ ] Animal Biology [ ] Plant Biology [ ] Cell Biology [ ] OED |
| Session Title | Insert proposed session title |
| Lead Organiser Details | Insert the names, affiliations and email addresses of lead organiser  |
| Other Organiser(s) Details (i.e. names, affiliation, email address) | Insert the names, affiliations and email addresses of any additional organisers  |
| Length/ Duration of Session | Insert session length (i.e. 1/2 day; full day; 1+1/2 days) |
| Anticipated number of delegates  | Insert number of delegates |
| Anticipated Audience Description  | Insert details of what type of researchers the event would attract |
|  |  |

## Scientific topic and programme

### Session Topic

|  |  |
| --- | --- |
|  |  |
| Describe the session topic  | Insert details about the scientific topic covered  |
| Case for Scientific Programme (please address timeliness, importance, topicality and attractiveness of the proposed session)  | Insert details  |
|  |  |
| How will the session complement the science covered at the SEB Annual Conference  | Insert details  |
| Overall aims and objectives of the session and expected impact  | Insert details for up to three aims and objectives  |
| Competing/ recent events on this topic  | Insert details  |
| Is there an opportunity for collaboration or co-operation with organisations doing similar work?  | Insert details  |
|  |  |

### 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  |
| Insert name  | Insert topic |
| Insert name  | Insert topic |
| Insert name  | Insert topic |
| Insert name  | Insert topic |
| Insert name  | Insert topic |
| Insert name  | Insert topic |
| Insert name  | Insert topic |
|  |  |

## FUNDING

### SEB Funding

Please note reimbursement of speaker travel allowances will be according to the funding arrangements for the SEB Annual Conference. The SEB will cover the registration of two invited speakers and two session organisers for each half day session. In addition the keynote speaker will also receive up to £500 towards their travel and accommodation.

### Other Sponsorship and support

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

|  |  |
| --- | --- |
| Sponsor Name  | Organisation contact name and email address  |
| Insert name  | Insert contact details |
| Insert name  | Insert contact details |
| Insert name  | Insert contact details |
| Insert name  | Insert contact details |
| Insert name  | Insert contact details |
| Insert name  | Insert contact details |
|  |  |
|  |  |
| Commitment to publish Would you like to commit to publishing via one of the Society’s publications?[ ]  Yes [ ]  No If yes, please select your preferred publication below: [ ]  Conservation Physiology Journal [ ]  Journal of Experimental Botany Special issue \* |  |

## 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 page 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: Insert Signature Date: Insert Date

# TERMS AND CONDITIONS

Please read through the Terms and Conditions below. Submission of a proposal for running a session denotes acceptance of these terms and conditions.

## organising the Session

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

* As the scientific organiser of the session you will be responsible for organising the scientific programme
* The SEB will be responsible for organising the logistics of the conference and sessions including: managing abstract submission, registrations, advertising and publicity, budget management.
* You will need to work closely with the relevant Section (Animal/ Plant/ Cell/ OED) and the relevant Interest Group Convenor
* You will need to abide by the instructions, timelines and deadlines communicated to you in the Session Organiser Pack which you will receive upon successful acceptance of the proposal

## Funding Expenditure

In order to regulate how SEB funds are spent in relation to conference 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 session organiser