# SYMPOSiUM PROPOSAL form

You can submit a proposal together with request for funding to organise an SEB symposium. The SEB Sections Animal, Plant, Cell and Outreach Education and Diversity (OED) run a symposium every two years and funding of up to £14,000 is available for each symposium.

## Application Criteria

* Applicants for symposium funding must be members of the SEB
* the scientific topic of the proposed event must be within SEB’s scientific remit
* A maximum of £14,000 can be applied for per event

## Application Deadlines

Applications can be submitted each year on the following deadlines: 1**February 2023**.

SEB Sections run a symposia every two years with the Animal Biology and OED Section running in even years (i.e., 2024, 2026) and Cell and Plant Biology in odd years (i.e. 2025, 2027). Please visit our website for up-to-date proposal openings for each Section before you submit an application.

## 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 (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  |
| SEB Membership Number | Insert membership number  |
|  |  |

## Event Details

|  |  |
| --- | --- |
|  |  |
| Section you are applying to | [ ] Animal Biology [ ] Plant Biology [ ] Cell Biology [ ] OED |
| Interest Group you are applying to  | Insert interest group  |
| Symposium Title | Insert proposed symposium title |
| Organiser(s) Details (i.e. names, affiliation, email address) | Insert the names, affiliations and email addresses of all event organisers  |
| Length/ Duration of symposium  | Insert proposed duration |
| Proposed Dates of symposium | Insert proposed start date and end date |
| Proposed Location/Venue  | Insert venue name and address (if you have a preferred location/venue) |
| 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

### symposium Topic

|  |  |
| --- | --- |
|  |  |
| Describe the event topic  | Insert details about the scientific topic covered  |
| Case for Scientific Programme (please address timeliness, importance, topicality and attractiveness of publication )  | Insert details  |
| Overall aims and objectives of the event and expected impact  | Insert details for up to three aims and objectives  |
|  |  |
| Additional details such as networking slots, oral presentations selected from abstracts and poster sessions  | Insert details  |
| 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 and cost

Please note that speaker travel allowances will be agreed by the SEB office.

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 | SpeakerEmail address  | Speaker Topic  | Approximate travel Cost |
| Insert name  | Insert Email       | Insert topic | Insert amount (GBP) |
| Insert name  | Insert Email  | Insert topic | Insert amount (GBP) |
| Insert name  | Insert Email  | Insert topic | Insert amount (GBP) |
|  |  |  |  |
|  |  |  |  |
| Insert name  | Insert Email  | Insert topic | Insert amount (GBP) |
| Insert name  | Insert Email  | Insert topic | Insert amount (GBP) |
| Insert name  | Insert Email  | Insert topic | Insert amount (GBP) |
| TOTAL SPEAKER TRAVEL COST  |  |        | Insert amount (GBP) |
|  |  |  |  |

### organiser details and costs

|  |  |  |  |
| --- | --- | --- | --- |
| organiser names  | FULL CONTACT DETAILS  |  | APPROXIMATE TRAVEL COST |
| Insert name  | Insert postal address and email address  |  | Insert amount (GBP) |
| Insert name  | Insert postal address and email address  |  | Insert amount (GBP) |
| Insert name  | Insert postal address and email address  |  | Insert amount (GBP) |
| Insert name  | Insert postal address and email address  |  | Insert amount (GBP) |
| Insert name  | Insert postal address and email address  |  | Insert amount (GBP) |
| Insert name  | Insert postal address and email address  |  | Insert amount (GBP) |
| TOTAL ORGANISER TRAVEL COST  |  |  | INSERT TOTAL (GBP) |
|  |  |  |  |

## FUNDING

### SEB REQUESTED FUNDING

|  |  |
| --- | --- |
| Funding requested (Maximum £14,000) | Insert amount (GBP)  |
| Proposed use of SEB funding  | Insert details of how the funding will be used |
|  |  |

### Other Sponsorship and support

Please provide details of other sponsorship the event is expecting to receive. This can be completed regardless of whether an approach has been made to the company to date.

|  |  |
| --- | --- |
| 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 (£) |
|  |  |

## Commitment to Publish

Would you commit to publishing via one of the SEB’s Journals?

[ ]  Yes [ ] No

If yes, please indicate your preferred publication below:

[ ]  Journal of Experimental Botany Special Issue \*

[ ]  Conservation Physiology Journal

## 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 6 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 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

Within 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 of the event, summarising the science presented at the event and any highlights.
* The report wil be published on our website and could be published in the SEB Magazine