

## **Requirements for a conference proposal at the New York Academy of Sciences**

**Thank you for your interest in partnering with the New York Academy of Sciences. To submit a proposal for a conference, please send the following information to Kathy Granger, Ph.D., [kgranger@nyas.org](mailto:kgranger@nyas.org) or (212) 298-3635 (fax).**

**1. Organizing Committee:** List the names and institutional affiliations of members of the scientific organizing committee. The Academy recommends that a committee of 2-5 individuals, with different backgrounds, form the organizing committee for the conference.

**2. Abstract:** please provide a short (1-2 paragraph) abstract

**3. Narrative\*\*** Prepare a brief (3-5 page) narrative, with key references. State the objectives of the conference, a review of the field, and provide a rationale for the conference. Please also list related meetings in the field, if any.

**4. Proposed approximate dates and preferred location of the conference**

**5. Target audience**

**6. Proposed Conference Program\*\***

- Conferences should be no longer than 3 days, with no more than 10-12 speakers per day.
- Divide the conference into session, each with a specific theme, title and specific time period, and a proposed chair or moderator (none of these individuals need to be confirmed at this stage)
- For each presentation, propose a title and a speaker
- Allot 30 minutes to each speaker: 20 minutes for presentation and 10 minutes for Q&A; keynote speakers may be given more time
- Include 30 minute refreshments break during the morning and the afternoon sessions. Allow between 60-90 minutes for lunch.
- Allow at least 90-120 minutes for a poster session; these may be combined with a reception or a meal
- The Academy encourages inclusion of young investigators, women, and minorities in the plenary program of the conference and in poster session(s) during the conference. Please keep this in mind when designing your program.
- Feel free to include keynote speaker(s) or overview presentations; panel discussions and conference receptions, luncheon or dinners (provided sufficient funding is available)
- Do not invite speakers at this point. The Academy will send the proposal for peer review and you will likely make changes in the program in response to the comments you receive.

**7. Suggested Peer reviews:** Please include the names of 4-6 people whom the Academy may contact for peer review.

**8. Sources of Support:** Please provide a list of individuals, foundations, agencies and corporations that have an interest in the subject matter of the conference. Also include complete the name(s) of contact persons whom you may know at these organizations.

\*\* We appreciate that your conference idea may be at the early stage of development. However please provide as much information as possible, to help us in reviewing your proposal.