

Requirements for Submitting a Conference Proposal to 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 complete the following document and submit it via email to:

Brooke Grindlinger, PhD
Chief Scientific Officer
New York Academy of Sciences
Email: bgrindlinger@nyas.org

1. Applicant Organization(s). Please provide a brief overview of the qualifications of the applicant organization(s).
2. Principal Investigator(s)/Senior Key Personnel. Please identify the Principal Investigator(s) and other Senior Key Personnel affiliated with this proposal (name, position, affiliation, and contact information). The PI(s) is considered the lead individual(s) responsible for the scientific and logistical aspects of this proposal on behalf of the applicant organization(s). We encourage applicants to submit a *Biographical Sketch* as part of this proposal. Please use the U.S. National Institutes of Health Biosketch format, which is available at the link: www.grants.nih.gov/grants/funding/424/SF424R-R_biosketch_VerB.doc. A sample of a complete Biographical Sketch is available at the link: http://www.grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerB.doc.
3. Scientific Organizing Committee. The Academy recommends that a Scientific Organizing Committee of approximately 5 individuals be involved in conference planning. We encourage expert representation from a variety of sectors, organizations, and geographies in order to provide a balanced perspective. The participation of women, persons with disabilities, and underrepresented minorities in science is highly encouraged. The participation of proposed Committee members need not have been confirmed at the time of proposal submission. However, please indicate any individuals that are confirmed at this preliminary stage.
4. Specific Aims. Concisely describe the conference:
 - Goals
 - Learning Objectives (bullet point format)
 - Expected Outcomes
5. Needs Assessment and Significance. Provide a rationale for the conference. This narrative should address:

Significance

 - Explain the importance of the problem or critical barrier to progress in the field that the proposed conference addresses
 - Explain how the proposed conference will improve scientific knowledge, technical capability, and/or clinical practices in one or more fields

- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed goals of this conference are achieved
- Describe the direct relevance of the proposed conference to the Academy's mission and community

Innovation

- Explain how this conference will challenge or seek to shift current research or clinical practice paradigms
- Describe any novel or improved theoretical concepts, approaches, methodologies, instrumentation or interventions to be discussed, and any advantage over existing methodologies, instrumentation, or interventions
- Describe any unique and innovative elements of the proposed conference program and format that shall foster enhanced participant engagement and dialogue
- If the target audience has or will convene at other fora, please indicate how this proposed conference will differ and add value beyond said fora

Approach

- Describe how the overall conference plan shall accomplish the specific goals, learning objectives, and expected outcomes of this convening
 - Describe how you shall measure the degree of success in achieving the intended conference goals, learning objectives, and expected outcomes
6. Target Audience Size and Composition. Please describe the scientific disciplines that would be represented within the target audience, along with the anticipated number of attendees. Please also indicate if you anticipate participants to be drawn from any specific sector (e.g., academia, industry, government, general public etc.).
 7. Related Conferences. Please list recent and/or upcoming related conferences in the field, if any (name, date, and location). Your proposed conference should fulfill an unmet need for the target community and not be redundant of other scientific forums designed for this target audience.
 8. Continuing Education Accreditation. Please state if your proposed conference is intended for continuing medical education (CME) credits. Please identify the accreditation provider, if known.
 9. Inclusion of Early Career Investigators, Women, Persons with Disabilities, and Underrepresented Minorities in Science. Outline how your proposed conference shall foster the participation of these individuals. Consider the inclusion of Poster Session presentations, Travel Fellowships, Family & Child Care Support Fellowships, Short Talk opportunities, and Career Development workshops etc.
 10. Proposed Conference Date(s) and Preferred Location. We recommend a 12-18 month lead time for conference development, from conception to execution. Academy conferences are primarily held at our Conference Center at 115 Broadway, 8th Fl., New York, NY 10006.

We can host up to 70 persons max. capacity. However, Academy conferences may also be presented at other domestic and international locations. Please provide a rationale in support of the proposed conference date(s) and location.

11. Enduring Dissemination Materials. Please outline desired plans to disseminate the conference proceedings to the global community. Consider the Academy's portfolio of simulcast [Webinars](#), multimedia [Podcasts](#), and [Annals of the New York Academy of Sciences](#) print volumes and [online Meeting Reports](#).
12. Confirmed Sources of Conference Support: Please provide information regarding seed funding (if any) already secured to support direct and indirect expenses of the proposed conference. Please distinguish between financial and/or in-kind support (e.g., shared resources).
13. Potential Sources of Conference Support. If no seed funding is confirmed at the time of submission, please provide a list of individuals, foundations, societies, federal agencies, corporations or other organizations that have an interest in the subject matter of the conference and may therefore be considered for possible support. Also include the name(s) of contact persons whom you know at these organizations.
14. Proposed Conference Program**. Please provide a preliminary draft of the proposed conference program.

*** 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. Do not invite speakers at this stage. The Academy will send the proposal for peer review and you will likely be requested to make changes to the program in response to the comments you receive following the peer review process.*

Consider:

- Conferences should be no longer than 5 days, with no more than 10-12 speakers per day. The lecture schedule is recommended to *not* fall outside the hours 8:45AM - 5:30PM.
- Divide the conference into distinct Sessions, each with a specific theme, title, and time period, as well as a proposed Chair or Moderator
- For each presentation, propose a title and a speaker
- Allot at least 25-30 minutes for each speaker: 20-25 minutes for presentation and 5-10 minutes for Q&A; Keynote speakers may be allotted more time.
- Consider programmatic elements such as debates, panel discussions, networking activities, and concurrent breakout sessions
- Include 30-minute refreshments break during both the morning and the afternoon Sessions
- Allow 60-90 minutes for lunch, daily
- Allow at least 90-120 minutes for a poster session(s) (if applicable); poster sessions may be combined with an evening networking reception at the conclusion of plenary lectures

- The Academy encourages inclusion among the Scientific Organizing Committee, invited speakers, and general participants of early career investigators, women, persons with disabilities, and underrepresented minorities in science. Please keep this in mind when designing your proposed program.
15. Suggested Peer Reviewers: Please include the names of 4-6 experts whom the Academy may contact for the purposes of peer review of your proposal. Suggested reviewers should not include individuals from the applicant organization or recent collaborators of the applicant(s).