## Proposal for Early Career Life Scientists' Symposium

If you have any queries, please contact [events@physoc.org](events%40physoc.org)

This opportunity is provided by the Biochemical Society, British Pharmacological Society and The Physiological Society. Together they will contribute up to £3,000 funding for an in-person, hybrid or entirely virtual event.

**1. Title:**

**2. Proposed date:**

**3. Location:**

**4. Planning Committee (max five organisers):**

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| --- | --- | --- | --- |
|  | **Scientific Programme Coordinator Name** | **Email address** | **Affiliation** |
| *1* | *(Lead PC)* |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**5. Please give short bios (less than 150 words) for each planning committee member**

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**6. Outline of subject (500 words), why you chose it (300 words) and aims/learning objectives (max five)**

**7. How will you promote your symposium to maximise your audience?**

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**8. Who will be your audience?**

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**9. Describe how your programme appeals to your audience:**

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**10. Speaker details (not more than four):**

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| **Speaker name** | **Affiliation** | **Speaker topic** |
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**11. Draft programme -** *please include the breaks*

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| **Session** | **Time** | **Topic/Speaker** |
| e.g Day1/ Session1 | 13:00 – 13:20 | Topic/ Jane Doe |
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**12. Draft budget**

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| --- | --- | --- |
| **Item**  | **Number/unit cost** | **Total cost** |
| e.g Refreshments / venue / catering |  |  |
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### 13. Sponsorship and support:

Please outline any anticipated sponsorship, or companies/ associations you plan to approach

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| --- | --- |
| **Company** | **Expected sponsorship/support**  |
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**14. Diversity guidelines statement:**

**Diversity guidelines**

**Organisers must:**

* Aspire to have no more than 50% of invited speakers from the same gender
* Consider diversity, equality and inclusivity when compiling a suggested speaker list.
* Ensure a good balance between established and new investigators on the speaker list.
* Ensure that there is an attempt for broad geographical representation where possible.
* Ensure a broad representation of the field.

Please provide a brief statement, indicating how you have addressed the diversity guidelines.

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