

# Hooke Scientific Call for Proposals – Frequently Asked Questions (FAQs) and Guidance notes

## FAQs

**Q. When does the call for proposals open?**

**A.** There are two calls for proposals per year, which run from February to April, and July to September. The table below provides approximate dates for the current and forthcoming general calls.

Meeting date	Call opens	Deadline	Proposers contacted
Nov 2020 – March 2021	Early July 2019	Late Sept 2019	By early February 2020
Apr 2021 – Oct 2021	Early Feb 2020	Early Apr 2020	By late June 2020
Nov 2021 – March 2022	Early July 2020	Late September 2020	By early February 2021

**Q. How do I apply?**

**A.** Proposals are submitted using the online Flexi-grant system which can be accessed via <https://grants.royalsociety.org/>. Please register for an account, fill out all the required information, and ensure that the correct proposal form is used for your meeting type. For any queries relating to proposal submission please contact [hooke.proposals@royalsociety.org](mailto:hooke.proposals@royalsociety.org)

**Q. What are the different types of meetings?**

**A.** *Discussion meeting:* two-day meeting held at the Royal Society, London, or a suitable alternative venue in the UK, for audiences of up to 300 covering interdisciplinary subject areas. Comes with the option of holding a smaller, follow-on Satellite meeting at the Royal Society at Chicheley Hall (meetings in London only). Calls for proposals are open twice a year from February to April and July to September.

The current call for Discussion meeting proposals closes on **Friday 27 September 2019** for meetings to be held between November 2020 – March 2021. If you feel that your meeting would benefit from being held sooner than November 2020, there is the option on the proposal form to request a Fast-track discussion meeting, please contact [hooke.proposals@royalsociety.org](mailto:hooke.proposals@royalsociety.org) for more information.

*Theo Murphy meeting:* two-day meeting held at the Royal Society at Chicheley Hall for audiences of up to 80, allowing for more focused meetings and workshops. Calls for proposals are open twice a year from February to April and July to September. The current call for Theo Murphy meeting proposals closes on **Friday 27 September 2019** for meetings to be held between November 2020 – March 2021.

*Science+ meeting:* two-day meeting bringing together pure science and a '+' element. The additional '+' element should be formed from areas which build on, or function alongside science, for example policy or public health. These meetings will be held exclusively at the Royal Society, London. Calls for proposals are open twice a year from February to April and July to September. The current call for Science+ meeting proposals closes on **Friday 27 September 2019** for meetings to be held from November 2020.

**Q. Which type of meeting should I submit a proposal for?**

**A.** You should consider the nature of the discussions you wish to generate, and the desired audience for your meeting. If your meeting would be of wide interest, offering broad coverage of a topic, a Discussion meeting in London, or a suitable alternative venue in the UK, may be the best option. Alternatively, a more focused meeting that aims to generate intensive and free-flowing discussion would be better suited to the residential setting provided by a Theo Murphy international scientific meeting. If your meeting covers both pure science and an additional related area, such as policy, public health, economics, history or another related field, a Science+ meeting may be the best option. Please use the appropriate form to submit your proposal, depending on your choice of meeting type. The questions on the proposal forms can be found in Appendix B.

**Q. Where will my meeting be held?**

**A.** The majority of Discussion meetings and all Science+ meetings are held at the Royal Society, London. All Theo Murphy meetings are held at the Royal Society at Chicheley Hall, home of the Kavli Royal Society International Centre, which is in Buckinghamshire.

Discussion meetings are usually held at the Royal Society, London, but there is the opportunity to hold a Discussion meeting at an alternative venue in the UK, if this would benefit the meeting. If you would like to hold your Discussion meeting at an alternative venue, you can explain this on the proposal form. It is expected that you will have researched a potential venue to hold your meeting before you have submitted your proposal.

**Q. What is a Satellite meeting?**

**A.** Successful proposals for Discussion meetings in London may be invited to hold a two-day Satellite meeting at the Royal Society at Chicheley Hall immediately following on from the meeting in London. If you are applying for a London Discussion meeting, and wish to hold a Satellite meeting, please include your mini-proposal for this second meeting. The mini-proposal should explain how the Satellite meeting would build on the Discussion meeting and optimise the opportunities at the Royal Society at Chicheley Hall for intensive detailed discussion. Please note that Satellite meetings are not available for Discussion meetings that are accepted to be fast-tracked or Discussion meetings held outside of London.

**Q. How are the meetings selected?**

**A.** Selection of scientific meetings is carried out by the Royal Society's Hooke Committee (<https://royalsociety.org/about-us/committees/hooke-committee/>). It is a competitive selection process and the success rate for proposals is 57% on average. A successful proposal sets out clear aims and objectives, explaining why this topic is important, why now and why these people/groups need to be brought together. To give your proposal the best chance of success please ensure that you have a diverse programme drawing on speakers from across a wide range of fields and institutions/research groups, a strong gender balance (minimum 30%) and early career speakers are included in your programme line-up. We also require over 80% of the speakers to confirm that they will speak at the meeting (subject to their availability) as this helps to demonstrate that the meeting topic and content is of interest and topical.

**Q. If successful, when will the meeting take place?**

**A.** There is the opportunity to express a preferred month for your meeting on the proposal form; however, final allocation of dates is subject to availability at the Royal Society or Chicheley Hall and the Royal Society cannot guarantee any particular set of dates. The current call is selecting

meetings to be held from November 2020 – March 2021. Fast-track discussion meetings will be held on a shorter timescale than this. Please note the Society does not hold scientific meetings over the summer months of July and August.

**Q. When do I find out if I have been successful?**

**A.** We expect to contact lead proposers with the outcome of the Hooke Committee’s decision by early February 2020.

**Q. How much does it cost?**

**A.** The Society covers the cost of venue hire, administration, printing of programme booklets, flyers and limited advertising. A contribution is made towards travel expenses for all speakers, chairs and organisers, based on the distance to be travelled to the meeting. This contribution covers travel expenses wherever possible. Please see below for a detailed breakdown of overseas travel contributions. The Society will only pay for economy airfares and second class rail tickets on production of a receipt.

Countries of Departure	Royal Society Travel Allowance
Europe	£360
East Coast USA	£660
West Coast USA, Canada and Middle East	£840
India, South East Asia	£1080
Australasia, S America, China, Japan and Africa	£1080

The Society also funds accommodation and lunch for all speakers, chairs and organisers on both days of the meeting and provides an allowance of up to £25 for each day of a Discussion meeting, Fast-track discussion meeting and Science+ meeting, subject to the production of receipts.

For scientific meetings in London: accommodation is booked at a nearby hotel and the Society hosts a private dinner for speakers/organisers/chairs on the evening of the first day of the meeting.

For scientific meetings at the Royal Society at Chicheley Hall, home of the Kavli Royal Society Centre: accommodation is provided on-site for all speakers, chairs and organisers, and catering is included for the duration of the meeting. Remaining bedrooms will be made available to participants at a cost.

For Discussion meetings held at an alternative venue in the UK: accommodation is booked at a nearby hotel for speakers, organisers and chairs.

The Society can provide financial support to meeting organisers, chairs and invited speakers for any additional care costs that arise when attending a Royal Society organised meeting or event. For more information please see our website (<https://royalsociety.org/grants-schemes-awards/grants/about-grants/#childcare>) or contact the Scientific Programmes team for further information ([hooke.proposals@royalsociety.org](mailto:hooke.proposals@royalsociety.org)).

**Q. Am I eligible for childcare support to attend a Royal Society meeting?**

**A.** The Society can provide financial support to meeting organisers, chairs and invited speakers for any additional care costs that arise when attending a Royal Society organised meeting or event. For more information and for details on how to make a request please see our website (<https://royalsociety.org/grants-schemes-awards/grants/about-grants/#childcare>) or contact the Scientific Programmes team ([hooke.proposals@royalsociety.org](mailto:hooke.proposals@royalsociety.org)).

**Q. How easy is it to get to the standard meeting venues?**

**A.** The **Royal Society, London** (<https://royalsociety.org/about-us/contact-us/carlton-house-terrace-london/>) is located near to Piccadilly Circus, Charing Cross and Westminster, so it is well linked to the London transport system and London airports.

The **Royal Society at Chicheley Hall** (<https://royalsociety.org/about-us/contact-us/chicheley-hall-buckinghamshire/>) in Buckinghamshire is just 10 minutes from junction 14 of the M1, approximately 1 hour from London, Birmingham, Oxford and Cambridge by rail or road. Milton Keynes Central and Bedford railway stations are just 15 minutes by taxi. By road, the closest airports are London Luton (30 minutes), London Heathrow (1hr 15 minutes), Birmingham International (1 hour) and East Midlands (1 hour). Trains to Bedford station can be caught from St Pancras station in London, where the *Eurostar* terminal is also located (1 hour). National Express coaches stop at Milton Keynes Coachway (15 minutes), as does the X5 bus to Oxford and Cambridge.

**Q. I am not a UK national, can I apply?**

**A.** The requirements are that one of the organisers must either be a UK national (but not necessarily currently residing in the UK) or a UK-based researcher (resident in the UK, any nationality). Many of our meetings have co-organisers from outside the UK.

**Q. Do you have to be a Fellow of the Royal Society to organise a meeting?**

**A.** No – any UK national or UK-based researcher is eligible to propose a meeting, regardless of meeting type. Proposals are judged on merit by the Royal Society's Hooke Committee (<https://royalsociety.org/about-us/committees/hooke-committee/>).

**Q. Will my meeting be published?**

**A.** All Discussion meetings will have an associated issue of *Philosophical Transactions of the Royal Society*, unless the Editors feel that the subject matter is outside the journal's scope. Scientific meeting organisers of Fast-track discussion meetings, Science+ meetings and Theo Murphy meetings may be invited to publish an issue at the discretion of the Editors of *Philosophical Transactions* or *Interface Focus*. Proposers will be informed after the Committee meeting if they will be invited to publish, should their proposal be successful.

The issue will cover the topic of the meeting and include papers from the speakers, but organisers should work with their speakers to make the publication an important contribution to the field rather than just a meeting proceedings. Meeting organisers will act as Guest Editors of this dedicated issue and must ensure that manuscripts from speakers are submitted by the deadlines set. Organisers are expected to manage the review, revision and acceptance of these papers, with support from the Editorial Office throughout. All speakers are required to provide co/single-authored manuscripts based on their talk.

## Guidance notes for completing the proposal form

All parts of the online form should be completed and your proposal will be judged solely on the information completed in this form together with referees' reports. Please ensure you select the correct online proposal form relevant to the type of meeting you wish to host. The questions on each proposal form can be found in Appendix B. These are intended to assist you in making your decision about which type of meeting to apply for. All meeting proposals must be submitted via Flexi-grant (<https://grants.royalsociety.org>).

### Co-organisers (co-applicants)

Please invite the other meeting organisers for your proposal. One of the meeting organisers must either be a UK national (but not necessarily currently resident in the UK) or a UK-based scientist (resident in the UK, any nationality). Many of our meetings have co-organisers from outside the UK.

Co-organisers must have all agreed to act in this capacity. Once invited, the co-organiser will be requested to accept/decline the invitation to participate. If they agree to participate, then they will be required to register an account on the system to access the proposal form if they do not already have an account. If they do have an account, then once they log-in they should be taken directly to the proposal form.

Co-organisers can collaborate on the completion of the meeting proposal but the lead organiser will still need to submit the proposal form. Once a co-organiser has reviewed the proposal form and completed any relevant sections, they must then mark their work as being complete on the proposal form summary page. **Only when all co-organisers have reviewed the proposal and marked their work as complete, can the lead organiser submit the proposal form.** The lead organiser can monitor the status of the co-organisers under the participants section found on the proposal summary page.

### Contact details

Please add the contact details of the lead organiser including full name, complete address, phone number and email. This will be used for any correspondence relating to the proposal.

### Proposal details

This page asks for details of your proposal including the aims and objectives of the meeting, please complete this section in as much detail as possible.

### Title of proposed meeting

This should be up to 45 characters long and should be clear, simple and eye-catching and suitable for use on publicity material.

### Synopsis of proposed meeting

Please provide a brief synopsis of up to 60 words outlining the meeting.

### Why is this an appropriate topic, what new or ground breaking developments will be discussed, and why are these timely?

Describe the science behind your proposed meeting, explaining the ways in which the research is new and/or timely and five recent and relevant papers, patents or other relevant publications in the research areas relating to your meeting. Please note this must not exceed 500 words.

**What fields are brought together in this meeting and what will the scientific community gain from this meeting? What are your meeting objectives?**

Proposals should, where possible, be cross-disciplinary. You need to explain which fields would be interested in this meeting and how your objectives will benefit the scientific community.

**Why is this meeting different from other meetings in this area?**

Please tell us names and dates of other meetings covering similar topics that are scheduled to take place within the next two years and how your proposal differs from these.

**What might be the wider-reaching social implications?**

Please outline the potential wider reaching implications of your meeting for those outside the scientific community.

**To what extent will this meeting elicit opposing points of view?**

The Society welcomes robust discussion and diversity of opinion at its scientific meetings. Please outline to what extent, if at all, that your meeting will promote discussion from a wide range of viewpoints.

**Why would this topic make a good dedicated journal issue?**

Publication will disseminate the topic to a much wider audience than the attendees at the meeting, but the criteria for a good meeting are different from those for a good dedicated issue. Describe the importance of this topic as a dedicated issue, where it could be promoted, and how it will interest our broad readership.

**Do you wish to hold your meeting at the Royal Society, London or at an alternative venue in the UK?**

Please indicate where you would like to hold your Discussion meeting. Please note that the option of an alternative venue is only available for standard Discussion meetings and not Fast-track discussion meetings. Please note that all Science+ meetings are held at the Royal Society, London and all Satellite and Theo Murphy meetings are held at the Royal Society at Chicheley Hall, home of the Kavli Royal Society International Centre.

**If you prefer to hold the meeting at an alternative venue, please explain why. Please include details of your proposed venue, such as how many people can attend, the approximate distance to the nearest train station and/or airport and potential accommodation for meeting participants.**

Please explain why holding the Discussion meeting at an alternative venue would benefit your meeting. Please also propose the alternative venue that you would like to use, and explain why this venue meets the requirements of a Discussion meeting. Please note that the Scientific Programmes team may need to visit the venue to ensure that it is suitable before any contract can be signed. The Royal Society will be the client at the venue and will control the logistics and budget for the meeting on behalf of the meeting organisers.

**Speaker List and Programme**

Please list all speakers for your meeting including their name, organisation, subject area/talk title, whether they have agreed to speak and agreed to supply to paper (if applicable).

When compiling your programme please consider;

- a. The merit and suitability of the speakers. Some are expected to be of international standing, while others may be up-and-coming scientists judged relevant to the topic of the meeting.
- b. The balance of genders and geographical locations/institutions. Please provide a brief justification, if you are *unable* to achieve a minimum gender balance of 30% across your organisers, chairs and speakers.
- c. Where possible, proposers should seek to have agreement from **all** speakers to speak at the meeting before submitting a proposal. The Committee will look favourably on programmes of which 80% or more of the speakers have accepted to speak and supply a written paper (if applicable). Please provide a brief justification if you are unable to achieve this target.

The Committee will consider the geographical, institutional, gender and career stage balance of the speaker list when making their selection.

Please upload an outline programme listing the timings, speakers and chairs of your meeting in PDF format. PDF files must be no longer than 2 sides of A4, landscape orientation, be titled and the text size cannot be smaller than Arial size 10. A sample outline programme can be found in Appendix A.

Scientific meetings usually take place over two days, which restricts the timetable to a maximum of 16 speakers with time for discussion. This can be less if one or more speaker presentation is replaced with a poster session or panel discussion. The template structure is suggested, it is not fixed and alternative options can be explored.

Meetings in London must run between 9am and 5pm, there is some flexibility with timings at the Royal Society at Chicheley Hall.

Theo Murphy meetings can take place over two consecutive full days, or a full day with an afternoon preceding and a morning following. As these meetings are residential, there are ample opportunities for attendees to interact after the daily proceedings have ended, eg at meals.

If you would like to discuss alternative formats please contact the Scientific Programmes team at [hooke.proposals@royalsociety.org](mailto:hooke.proposals@royalsociety.org)

There are some budgetary restrictions on the number of speakers for whom we can provide accommodation and travel contributions.

**What percentage of your organisers, chairs and speakers are female?**

Please calculate to the best of your ability the percentage of female speakers. The Society recommends a minimum gender balance of 30% across your organisers, chairs and speakers.

**If you have been unable to achieve a minimum gender balance of 30% across your organisers, chairs and speakers, please provide a brief justification why.**

Please use this opportunity to outline any constraints which may prevent your proposal achieving the recommended minimum gender balance. This will be taken into account during the decision making process. If you have met the minimum gender balance of 30% please enter n/a.

**Please provide a brief justification if you have been unable to submit a programme of which 80% or more of the speakers have accepted to speak and supply a written paper (if applicable).**

If your programme does not have the minimum recommendation of 80% agreed speakers please provide information surrounding this.

### **Please indicate the percentage of early career speakers in your speaker line up**

Please use this opportunity to indicate the number of early career speakers included in your meeting proposal. Early career academic speakers typically have up to 8 years research experience since their PhD. Non-academic early career speakers should have an equivalent level of professional experience. It is expected that early career speakers are included on the programme, if there are a low number of early career speakers then other opportunities to include early career researchers would be outlined (such as a poster session – see below).

### **Do you wish to have a poster session and drinks reception to conclude the first day?**

There is the opportunity to host a poster session and drinks reception after the conclusion of the day 1 programme. Please state whether you wish to do this and how doing so would help your meeting objectives.

### **Additional Questions**

This page asks for information on how you plan to market your meeting and gives you the opportunity to tell us anything else about your proposed meeting not already covered in the form.

### **The Royal Society will assist you with marketing your scientific meeting as widely as possible.**

#### **What channels will you be using to promote this meeting?**

Please identify appropriate learned societies, university departments and groups to target and any relevant contact lists available to you.

### **Any other comments**

Please do tell us anything else about your proposed meeting that may help the Committee.

### **Suggested References**

Please provide the name and address of three referees whom we could approach for a reference. In preference, one of the proposed referees should be a Fellow or Foreign Member of the Royal Society (FRS or ForMemRS), unless there is no Fellow who is expert in the field of the proposal. Please state any honours that the referees have – please note we only use honours from National Academies (FBA, FREng, FMedSci, FRS).

Referees should be as independent as possible – ie not from the same department, nor have published/ collaborated together with the organisers in the last 5 years. The referees should also not be a member of the Hooke Committee (<https://royalsociety.org/about-us/committees/hooke-committee/>), the Council of the Royal Society (<https://royalsociety.org/about-us/committees/council/>) or a speaker listed in the proposal.

### **Satellite meetings**

Discussion meetings selected for the scientific programme in London may also be considered for the option of continuing with a two-day Satellite meeting at the Kavli Royal Society Centre at Chicheley Hall, Buckinghamshire. If approved, this residential meeting would take place on the two days immediately following your Discussion meeting in London. Please note that unfortunately due to time constraints and availability at Chicheley Hall we are unable to offer the option of a Satellite meeting to follow a Fast-track discussion meeting. This option is only available for the standard Discussion meetings held in London.

Satellite meetings are an excellent opportunity for a more focused follow-on to the broader meeting in London, and they may also afford an opportunity to consider relevant younger scientists as potential



speakers. The format of these meetings is more flexible, and can include panel discussions, poster sessions and breakout sessions (subject to the availability of meeting rooms), as well as the more traditional meeting format.

Attendance at Satellite meetings may be by application or by invitation only, but you should aim for a minimum of 60 participants.

If you would like to apply for a Satellite meeting to accompany your meeting in London please indicate 'yes' in the Satellite meeting section of the Discussion meeting proposal form and supply the information requested including a justification for the continuation of the meeting. Consider what additional value it will bring to your field, and how it will differ in format and focus from the meeting in London.

Please note: if you do not complete this section of the form you will NOT be offered a Satellite meeting. The offer of a Satellite meeting remains at the discretion of the Hooke Committee and is not guaranteed.

If you would like to apply for a Satellite meeting please fill out the following information:

**Title of Satellite meeting**

Please provide the title of your Satellite meeting, this may be more focused than your original discussion meeting.

**Synopsis of Satellite meeting**

Please provide a brief synopsis (up to 60 words) outlining your Satellite meeting.

**Is the meeting intended to be open to applications or by invitation only?**

Please select which of the invitation formats you feel is most suitable for your Satellite meeting. Open applications allow anyone to register and attend whilst invitation only allows you to select key invitees from your discussion meeting.

**Please provide information relating to your Satellite meeting**

Please supply information relating to your programme, speakers and chairs as per the instructions above.

**Preferred meeting date**

For Discussion meetings and Theo Murphy meetings please indicate your first, second, third, fourth and fifth choices of the available months. We will try our best to accommodate one of your preferences but cannot guarantee availability of any particular dates. Meetings are usually held on a Monday and Tuesday in the week due to room availability at Carlton House Terrace and Chicheley Hall. Typically we hold no more than two meetings of any type per month. Due to holding meetings at two different venues, please note that availability for Discussion meetings with a Satellite meeting can be very limited. Please note that the Royal Society does not hold Discussion meetings, Theo Murphy meetings, Fast-track discussion meetings and Science+ meetings over the summer months of July and August.

Please also use the space provided to specify any months/ dates to be avoided because of conflicting arrangements.

**Declaration**

Please confirm that the information provided as part of your meeting proposal is true and correct to the best of your knowledge. For proposals involving the use of animals please refer to the Royal Society's policy on funding research involving animals and the publication of such research as outlined on the Royal Society website via the following links: <https://royalsociety.org/journals/ethics-policies/> and <https://royalsociety.org/topics-policy/publications/2015/animals-in-research/>

**Marketing**

The Royal Society always seeks to improve its communication and marketing of wider opportunities. Please indicate how you found out about the call for proposals by selecting from the drop down. This will be used for administrative purposes only.

## Appendix A: Suggested programme

These suggested timings are only a guide and can be modified to include a later start or, if you would prefer, we can accommodate 2 speakers followed by a longer discussion between each break. We recommend that the final slot of day 2 is a panel discussion about future directions of the topic, perhaps with the involvement of the Chairs.

**NB: Meetings cannot run past 5pm on either day**

DAY 1				DAY 2			
SESSION 1 Chair		SESSION 2		SESSION 3		SESSION 4	
09.00	Welcome by the Royal Society & lead organiser	Chair		Chair		Chair	
09.05		13.30		09.00		13.30	
09.30	Discussion	14.00	Discussion	09.30	Discussion	14.00	Discussion
09.45		14.15		09.45		14.15	
10.15	Discussion	14.45	Discussion	10.15	Discussion	14.45	Discussion
10.30	Coffee	15.00	Tea	10.30	Coffee	15.00	Tea
11.00		15.30		11.00		15.30	
11.30	Discussion	16.00	Discussion	11.30	Discussion	16.00	Discussion
11.45		16.15		11.45		16.15	Panel discussion/Overview (future directions)
12.15	Discussion	16.45	Discussion	12.15	Discussion		
12.30	LUNCH	17.00	CLOSE	12.30	LUNCH	17.00	CLOSE

## Appendix B: Proposal form questions

Please find the proposal form questions below. These are to help you decide which meeting type best suits your meeting. All proposals must be submitted online using Flexi-grant (<https://grants.royalsociety.org>). Proposals submitted by email or as a word document will not be accepted.

### Discussion meeting

#### Section 1 – Contact details

Contact details for primary and co-applicants

#### Section 2 – Proposal details

Title of proposed meeting (45 characters)

Synopsis of proposed meeting (60 words)

Why is this an appropriate topic, what new or groundbreaking developments will be discussed and why are these timely? Please list five recent and relevant papers, patents or other relevant publications in the research areas relating to your meeting. (500 words)

What fields are brought together in this meeting and what will the scientific community gain from this meeting? What are your meeting objectives? (500 words)

Why is this meeting different from other meetings in this area? (200 words)

What might be the wider reaching social implications? (250 words)

To what extent will this meeting elicit opposing points of view? (200 words)

What would this topic make a good dedicated journal issue? All Discussion meeting will be published in a dedicated issue of *Philosophical Transactions of the Royal Society*, unless the Editors feel that the subject matter is outside the journal's scope. (200 words)

Do you wish to hold your meeting at the Royal Society, London or at an alternative venue in the UK?

If you prefer to hold the meeting at an alternative venue, please explain why. Please include details of your proposed venue, such as how many people can attend, the approximate distance to the nearest train station and/or airport and potential accommodation for meeting participants. (250 words)

#### Section 3 – Speaker list and programme

Full speaker name

Organisation

Subject area/talk

Agreed to speak?

Agreed to supply a paper?

Career stage

Please upload an outline programme listing the timings, speakers and chairs of your meeting.

What percentage of your organisers, chairs and speakers are female?

If you have been unable to achieve a minimum gender balance of 30% across your organisers, chairs and speakers, please provide a brief justification why. (200 words)

Please indicate the percentage of early career speakers in your speaker line-up. Early career academic speakers typically have up to 8 years research experience since their PhD. Non-academic early career speakers should have an equivalent level of professional experience.

Please provide a brief justification if you have been unable to submit a programme of which 80% or more of the speakers have accepted to speak and supply a written paper (if applicable). (200 words)

Do you wish to have a poster session and drinks reception to conclude the first day?  
How would this help your meeting objectives?

#### **Session 4 – Additional questions**

The Royal Society will assist with marketing your scientific meeting as widely as possible. What channels will you be using to promote this meeting? Please identify learned societies, university departments and groups to target and any relevant contact lists available to you.

Any other comments (500 words)

#### **Section 5 – Suggested referees**

Name and contact details for three referees

#### **Section 6 – Satellite meeting**

Do you wish to propose a Satellite meeting? Please note that Satellite meetings are only available when the Discussion meeting is held at the Royal Society, London.

Title of Satellite meeting

Synopsis of Satellite meeting (60 words)

Is the meeting intended to be open to applications or by invitation only?

Full speaker name

Organisation

Subject area/talk

Agreed to speak?

Agreed to supply a paper?

Career stage

Please upload an outline programme listing the timings, speakers and chairs of your meeting.

What percentage of your organisers, speakers and chairs are female?

If you have been unable to achieve a minimum gender balance of 30% across your organisers, chairs and speaker please provide a brief justification why. (200 words)

Please indicate the percentage of early career speakers in your speaker line-up. Early career academic speakers typically have up to 8 years research experience since their PhD. Non-academic early career speakers should have an equivalent level of professional experience.

Please provide a brief justification if you have been unable to submit a programme of which 80% of more of the speakers have accepted to speak and supply a written paper (if applicable). (200 words)

#### **Section 7 – Preferred meeting date, declaration and marketing information**

Please select your preferred meeting dates

Please specify any months/dates to be avoided because of conflicting meetings.

Discussion meetings are normally held 9 – 14 months following approval, but exceptionally we can hold meetings sooner than this. If you believe that your meeting should be held within a shorter timeframe as a Fast-track discussion meeting, please provide a justification for this meeting proposal to receive expedited delivery. (250 words)

The proposers confirm that the information provided is true and correct to the best of their knowledge. Where the proposal involves the use of animals I have read and confirm that they are in compliance with the Royal Society's policy on the funding of research involving animals and the publication of the results of such research.

Please indicate how you found out about the call for proposals. This information is used for administrative purposes only.

## **Science+ meeting**

### **Section 1 – Contact details**

Contact details for primary and co-applicants

### **Section 2 – Proposal details**

Title of proposed meeting (45 characters)

Synopsis of proposed meeting (60 words)

Why is this an appropriate topic, what new or groundbreaking developments will be discussed and why are these timely?

Please list five recent and relevant papers, patents or other relevant publications in the research areas relating to your meeting. (500 words)

What fields are brought together in this meeting?

Please comment on the '+' aspect of the meeting, explaining the need for the two (or more) groups to come together. What will the several communities gain from this meeting? (500 words)

What are your meeting objectives? (500 words)

Why is this meeting different from other meeting in this area? (200 words)

What might be the wider-reaching social implications? (250 words)

Will you be working with any other organisations or academies?

If so, have you already been in discussions with them, and what is their intended level of involvement? (eg consultation only or co-organisation). (250 words)

Scientific meeting organisers may be invited to publish an issue related to their meeting at the discretion of the editors of *Philosophical Transactions of the Royal Society* or *Interface Focus*.

Please indicate whether you would be interested in putting together a theme issue and, if so, why this topic would make a good dedicated journal issue. (200 words)

### **Section 3 – Speaker list and programme**

Full speaker name

Organisation

Subject area/talk

Agreed to speak?

Agreed to supply a paper?

Career stage

Please upload an outline programme listing the timings, speakers and chairs of your meeting.

What percentage of your organisers, chairs and speakers are female?

If you have been unable to achieve a minimum gender balance of 30% across your organisers, chairs and speakers, please provide a brief justification why.

Please indicate the percentage of early career speakers in your speaker line-up.

Early career academic speakers typically have up to 8 years' research experience since their PhD. Non-academic early career speakers should have an equivalent level of professional experience.

Please provide a brief justification if you have been unable to submit a programme of which 80% of more of the speakers have accepted to speak and supply a written paper (if applicable). (200 words)

Do you wish to have a poster session and drinks reception to conclude the first day?

How would this help your meeting objectives?

### **Section 4 – Additional questions**

The Royal Society will assist with marketing your scientific meeting as widely as possible. What channels will you be using to promote this meeting?

Please identify appropriate learned societies, university departments and groups to target and any relevant contact lists available to you.

Any other comments (500 words)

### **Section 5 – Suggested referees**

Name and contact details for three referees

### **Section 6 – Preferred meeting date**

Please select your preferred meeting dates

Please specify any months/dates to be avoided because of conflicting meetings.

### **Section 7 - Declaration**

The proposers confirm that the information provided is true and correct to the best of their knowledge. Where the proposal involves the use of animals I have read and confirm that they are in compliance with the Royal Society's policy on the funding of research involving animals and the publication of the results of such research.

### **Section 8 - Marketing**

Please indicate how you found out about the call for proposals. This information is used for administrative purposes only.

## **Theo Murphy meeting**

### **Section 1 – Contact details**

Contact details for primary and co-applicants

### **Section 2 – Proposal details**

Title of proposed meeting (45 characters)

Synopsis of proposed meeting (60 words)

Why is this an appropriate topic, what new or groundbreaking developments will be discussed and why are these timely? Please list five recent and relevant papers, patents or other relevant publications in the research areas relating to your meeting. (500 words)

What fields are brought together in this meeting and what will the scientific community gain from this meeting? What are your meeting objectives? (500 words)

Why is this meeting different from other meetings in this area? (200 words)

What might be the wider reaching social implications? (250 words)

Scientific meeting organisers may be invited to publish an issue related to their meeting at the discretion of the editors of Philosophical Transactions of the Royal Society or Interface Focus.

Please indicate whether you would be interested in putting together a theme issue, and, if so, why this topic would make a good dedicated journal issue. (200 words)

### **Section 3 – Speaker list and programme**

Full speaker name

Organisation

Subject area/talk

Agreed to speak?

Agreed to supply a paper?

Career stage

Please upload an outline programme listing the timings, speakers and chairs of your meeting.

What percentage of your organisers, chairs and speakers are female?

If you have been unable to achieve a minimum gender balance of 30% across your organisers, chairs and speakers, please provide a brief justification why. (200 words)

Please indicate the percentage of early career speakers in your speaker line-up. Early career academic speakers typically have up to 8 years research experience since their PhD. Non-academic early career speakers should have an equivalent level of professional experience.

Please provide a brief justification if you have been unable to submit a programme of which 80% or more of the speakers have accepted to speak and supply a written paper (if applicable). (200 words)

Do you wish to have a poster session and drinks reception to conclude the first day?

How would this help your meeting objectives?



**Session 4 – Additional questions**

The Royal Society will assist with marketing your scientific meeting as widely as possible. What channels will you be using to promote this meeting? Please identify learned societies, university departments and groups to target and any relevant contact lists available to you.

Any other comments (500 words)

**Section 5 – Suggested referees**

Name and contact details for three referees

**Section 6 – Preferred meeting date, declaration and marketing information**

Please select your preferred meeting dates

Please specify any months/dates to be avoided because of conflicting meeting(s).

The proposers confirm that the information provided is true and correct to the best of their knowledge. Where the proposal involves the use of animals I have read and confirm that they are in compliance with the Royal Society's policy on the funding of research involving animals and the publication of the results of such research.

Please indicate how you found out about the call for proposals. This information is used for administrative purposes only.