

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

FAQs

Q. When does the call for proposals open?

A. The call for proposals is open all year round, with submissions considered twice a year by the Royal Society's Hooke Committee. There are two deadlines a year, one in early April, and one in late September. The exact date of the next deadline can be found on the scientific meeting proposals page on the Royal Society website. If the proposal is successful, the meeting will take place approximately 18 months after the date of the submission deadline.

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 hookeproposals@royalsociety.org. Applications from under-represented groups and early career researchers are encouraged.

Q. What are the different types of meetings?

A. *Discussion meeting*: two-day hybrid meeting held at the Royal Society in London for in-person audiences of up to 300 and covering interdisciplinary subject areas.

If you feel that your meeting would benefit from being held sooner than 18 months after the submission deadline, there is the option on the proposal form to request a Fast-track discussion meeting. Please contact hookeproposals@royalsociety.org for more information.

Theo Murphy meeting: two-day residential meeting for audiences of up to 80, allowing for more focused discussion and workshops. Meeting locations can be selected from a range of trusted venues.

Science+ meeting: two-day hybrid 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 in London. An outline proposal form can be submitted for feedback before a full proposal is completed. Please contact hookeproposals@royalsociety.org for more information.

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 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 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. All Discussion and Science+ meetings are held at the Royal Society in London. Theo Murphy meetings are held at suitable venues around the UK which allow for a residential meeting.

Online participation for speakers and participants is possible for meetings held at the Royal Society, London. Theo Murphy meetings are intended to be residential meetings and so online participation is limited. For any enquiries relating to hybrid meetings and online participation, please contact hookeproposals@royalsociety.org.

Q. How are the meetings selected?

A. The selection of scientific meetings is carried out by the Royal Society's Hooke Committee (<https://royalsociety.org/about-us/committees/hooke-committee/>). A successful proposal sets out clear aims and objectives, explaining why this topic is important and why these people or groups need to be brought together. To give your proposal the best chance of success, please ensure that you have a diverse programme, using the following as a guideline:

- Speakers should be drawn from across a wide range of fields, institutions and research groups.
- A strong gender balance (no more than 60% of any gender) is required.
- Early career speakers should be included in the programme line-up.
- 80% of the speakers need to confirm that they will speak at the meeting (subject to their availability) on submission of the proposal, as this helps to demonstrate that the meeting topic and content is of interest and topical.

Please note that the Committee may provide you with feedback and invite you to revise and resubmit your proposal, and this can include suggestions on the speaker line-up.

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 venues and the Royal Society cannot guarantee any particular set of dates. 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. Lead proposers of proposals submitted by the April deadline will be contacted in late June. Lead proposers of proposals submitted by the September deadline will be contacted in early February of the following year.

Q. How much does it cost?

A. The Society covers the cost of venue hire, audio-visual support, administration, printing of programme booklets 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 standard class rail tickets on production of a receipt.

Countries of Departure	Royal Society Travel Allowance
Europe	£385
New York, Washington DC, Canada and the Middle East	£685
USA, flight up to 8 hours	£775
USA, flight more than 8 and less than 10 hours	£865
USA, flight more than 10 hours, South America, Asia, Africa	£1105
Oceania	£1305

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 £45 for each day of a Discussion meeting, Fast-track Discussion meeting and Science+ meeting, subject to the production of itemised receipts.

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

For Theo Murphy meetings, accommodation is provided on-site for all speakers, chairs and organisers, and catering is included for the duration of the meeting.

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 Meetings team (hookeproposals@royalsociety.org).

Q. How easy is it to get to the Royal Society in London?

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

Other venues used will be close to at least one train station and international airport.

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/>). Proposals from early career researchers and underrepresented groups are encouraged.

Q. Will my meeting be published?

A. All Discussion meetings will have an associated issue of *Philosophical Transactions of the Royal Society* or *Interface Focus*, unless the journal editor feels that the subject matter is outside of 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*.

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 in 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>).

Please note that your proposal will be judged by the whole Hooke Committee, whose membership covers the breadth of science. Please bear in mind that you are writing for people outside your field when completing your proposal.

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(s) 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, clear, simple, eye-catching and suitable for use on publicity material. Titles longer than 45 characters will need to be shortened 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 could, 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, your meeting will promote discussion from a wide range of view-points.

Why would this topic make a good theme issue of a Royal Society journal?

Publication will disseminate the topic to a much wider audience, beyond the attendees at the meeting. However, the criteria for a compelling scientific meeting are different to that for a compelling dedicated theme issue of a journal. Describe the importance of this topic as a dedicated theme 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 in London, or at a residential venue elsewhere in the UK?

Please note that all Discussion meetings, Fast-track Discussion meetings and Science+ meetings are held at the Royal Society in London and all Theo Murphy meetings are held at a suitable residential venue elsewhere in the UK.

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 whether they have agreed to supply a paper (if applicable).

When compiling your programme please consider:

- The merit and suitability of the speakers. Some speakers are expected to be of international standing, while others may be up-and-coming scientists whose research is judged to be relevant to the topic of the meeting.
- The balance of genders and geographical locations of institutions. Please provide a brief justification, if you are **unable** to achieve a maximum gender balance of 60% (any gender) across your organisers, chairs and speakers.
- 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 committed 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, titled, and the text size cannot be smaller than Arial size 10. Sample outline programmes 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 number can be reduced if one or more speaker presentation is replaced with a poster session or panel discussion. The template structure is a suggestion, it is not fixed, and alternative options can be explored.

All meetings must run between 9am and 5pm, although there is flexibility for an earlier finishing time, and this is not inclusive of a poster session.

Theo Murphy meetings can take place over two consecutive full days. As these meetings are residential, there are ample opportunities for attendees to interact after the daily proceedings have ended.

If you would like to discuss an alternative meeting format, please contact the Scientific Meetings team at hookeproposals@royalsociety.org.

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

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 eight 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, other opportunities to include early career researchers should be outlined (such as a poster session).

Please tell us how you will incorporate diversity and inclusion considerations in order to select the most diverse speakers and chairs possible. Please tell us how you will ensure this is an accessible event that attracts as diverse an audience as possible.

The Royal Society is committed to increasing diversity in STEM by seeking out participation from under-represented groups. Please use this opportunity to outline the steps you have taken to ensure the proposed meeting is as inclusive as possible, including but not limited to considerations of age, ethnicity, gender and geographical diversity in the speaker list and inclusion of researchers based in industry (where appropriate).

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

There is the opportunity to host a poster session with a drinks reception after the conclusion of the first day of the programme. Please state whether you wish to do this and how doing so would help your meeting objectives. The Royal Society will fund a drinks reception regardless of whether this is also accompanied by a poster session.

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. Should your meeting be selected, both you and the Royal Society will work together to promote the meeting.

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, <https://royalsociety.org/fellows/fellows-directory/>), unless there is no Fellow who is an expert in the field of the proposal. Please state any honours that the referees have. We only use honours from National Academies (FBA, FREng, FMedSci and FRS).

Referees should be as independent as possible, i.e., referees should not have worked in the same department as the organisers, nor have published or collaborated with the organisers, in the last five 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.

Preferred meeting date

Please indicate your **preferred months** to hold your meeting. 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 due to room availability at the venues. Typically, we hold no more

than two meetings of any type per month. Please note that the Royal Society does not hold any scientific meetings during the summer months of July and August.

Please also specify any months or 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 an option from the drop-down menu. 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 two 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 17.00 on either day. This is not inclusive of a poster session.

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

These timings are suggested should you wish to incorporate a poster session into your meeting programme. A poster flash talk session enables poster presenters to advertise their posters to enable high quality discussions.

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	Poster flash talk session	11.45		16.15	Panel discussion/Overview (future directions)
12.15	Discussion	17.00	Poster session	12.15	Discussion		
12.30	LUNCH			18.15	CLOSE	12.30	LUNCH

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)

Why would this topic make a good theme issue of a Royal Society journal? All Discussion meetings will be published in a dedicated issue of *Philosophical Transactions of the Royal Society*, unless the journal editor feels that the subject matter is outside the journal's scope. (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.

The Committee expects that the programme should have a gender balance of no more than 60% of any gender. If you have been unable to achieve a maximum gender balance of 60% (any gender) 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 eight 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)

Please tell us how you will incorporate diversity and inclusion considerations in order to select the most diverse speakers and chairs possible. Please tell us how you will ensure this is an accessible event that attracts as diverse an audience as possible.

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 suggest a choice of dates wherever possible.

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

Discussion meetings are normally held 9 to 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 the proposal is 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.

Which scientific areas does your proposal fall under?

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 meetings 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? (E.g. consultation only or co-organisation.) (250 words)

Scientific meeting organisers may be invited to publish a theme issue of a Royal Society journal related to their meeting. This is at the discretion of the editors of *Philosophical Transactions of the Royal Society* and *Interface Focus*. Please indicate whether you would be interested in putting together a theme issue of a Royal Society journal and, if so, why this topic would make a good dedicated theme issue. (200 words)

Section 3 – Speaker list and programme

Full speaker name

Organisation

Subject area/talk

Agreed to speak?

Career stage

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

The Committee expects that the programme should have a gender balance of no more than 60% of any gender. If you have been unable to achieve a maximum gender balance of 60% (any gender) 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 eight 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)

Please tell us how you will incorporate diversity and inclusion considerations in order to select the most diverse speakers and chairs possible. Please tell us how you will ensure this is an accessible event that attracts as diverse an audience as possible.

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, declaration and marketing information

Please suggest a choice of dates wherever possible.

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

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 the proposal is 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.

Which scientific areas does your proposal fall under?

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? (500 words)

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)

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? (E.g. consultation only or co-organisation.) (250 words)

Scientific meeting organisers may be invited to publish a theme issue of a Royal Society journal related to their meeting. This is at the discretion of the editors of *Philosophical Transactions of the Royal Society* and *Interface Focus*.

Please indicate whether you would be interested in putting together a theme issue of a Royal Society journal, and, if so, why this topic would make a good dedicated theme 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.

The Committee expects that the programme should have a gender balance of no more than 60% of any gender. If you have been unable to achieve a maximum gender balance of 60% (any gender) 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 eight years research experience since their PhD. Non-academic early career speakers should have an equivalent level of professional experience.

Please tell us how you will incorporate diversity and inclusion considerations in order to select the most diverse speakers and chairs possible. Please tell us how you will ensure this is an accessible event that attracts as diverse an audience as possible.

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 suggest a choice of dates wherever possible.

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

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 the proposal is 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.

Which scientific areas does your proposal fall under?