**

 **Conference Proposal submission form**

We are currently expanding our programme and invite proposals for new conferences from the scientific community to be run in 2022-2023.

To propose a new conference, please complete the details below and return to conferences@wellcomeconnectingscience.org – add ‘new proposal enquiry’ in the subject line of the email.

If you would like to discuss your idea in advance of submission, please contact:

Treasa Creavin (treasa.creavin@wellcomeconnectingscience.org)

For more information about our programme and our remit, visit:

<https://coursesandconferences.wellcomeconnectingscience.org/>

**Scope of the programme**

The programme is the only UK-based one providing postgraduate courses and conferences focused on biomedicine. Events are held in dedicated facilities at the Wellcome Genome Campus in Hinxton, a short distance from Cambridge, bringing together scientists and healthcare professionals from over 100 countries each year. The programme is run on a not-for-profit basis.

The programme spans basic research and translational biology, with an emphasis on large-scale approaches and innovative technologies in genetics, genomics and infectious diseases. Our events aim to bring different communities together. Conferences are registration-fee paying events, for up to 300 delegates (in person). Our programme is currently virtual. We aim to introduce hybrid conferences from 2022. The majority of conferences are held over 3 days and run biennially.

For more details of the areas we cover, and a list of current/past events, visit: <https://coursesandconferences.wellcomeconnectingscience.org/our-events/>

***Proposed title for the conference***

***Contact details of lead applicant***:
(job title, affiliation and contact details)

***Contact details of programme committee*\*:**
 (job title, affiliation and contact details)
\*committees should consist of 4 people with complementary scientific interests. Committees should be gender balanced, have complementary research interests and be diverse.

***Please outline why you are the best people to organise a conference on this topic*:**
 (include your scientific areas of interest and any previous experience you and your co-organisers have in planning scientific events or other community activities)

***Please outline the aims and objectives of the conference***:
(please summarise the main aims of the conference: why this topic is timely? consider your target audience(s) and whether the topic is within the scope of the programme, or already covered in other existing conferences)

***Equality, Diversity and Inclusion***

***Please outline how this conference will be inclusive****Please consider the diversity issues in your specific field.*Please consider programme committee, conference content, target audience, collaboration with experts in the global south and other underrepresented groups.

 ***Preferred date of conference*:**

(we may not be able to guarantee your preferred date, but if we take this forward we will endeavour to avoid any clashes with similar events, subject to availability within our programme)

We will contact you within **2 weeks** to let you know whether we will invite you to submit a full proposal for further consideration.

Completed proposals will be assessed by the courses and conferences team and, if suitable, discussed at Steering Committee meetings. When a proposal has been agreed, the event will be underwritten by the programme, unless jointly funded by another partner. We will work with scientific programme committees to help secure outside sponsorship so that registration fees can be maintained at a reasonable level. To obtain outside sponsorship, allow sufficient time to invite speakers, advertise and market the event appropriately, proposals for new events should be received ~*12 months* in advance of the meeting (unless by prior arrangement).

For more details on our policies, see:
<https://coursesandconferences.wellcomeconnectingscience.org/about-us/policies/>