

SOCIETY FOR BIOMATERIALS

**Request for Support of a Biomaterials Day Program**

# Please send your completed application to Shena Seppanen at sseppanen@biomaterials.org

# no later than Monday, September 30, 2024.

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| --- | --- |
| This request is for (Name of Sponsor - sponsor can be University or Corporate sponsor):  |  |
| Date of Request: |  |
| Date(s) of Meeting: |  |
| Location of Meeting: |  |
| Contact Person: |  |
|  Affiliation:  |  |
|  Address: |  |
|  City/State/Zip: |  |
|  Telephone: |  |
|  E-mail: |  |

Biomaterials Days are regional meetings that provide scientific exchange, networking, and educational opportunities for biomaterials scientists. These meetings are intended to promote the field and to encourage attendees to join the Society. Institutions hosting meetings must have active SFB Student Chapters in good standing to be eligible, and student involvement in planning and implementation of the event is highly encouraged. Applicants are encouraged to reach out to organizers of past meetings to discuss best practices in planning and implementing a successful SFB Biomaterials Day (more guidance is provided on the SFB webpage).

**APPLICATION INFORMATION**

***Please provide the information requested below. There is a limit of 3 pages to provide this information, but an appendix can be used to provide supplementary material:***

**What are the goals and target audience of the meeting?**

*E.g. - list major objectives (scientific, educational, networking, social, etc)*

 *- list regional institutions and expected number of attendees*

 *- how will you promote the field of biomaterials and membership in the Society?*

*- how will diversity, equity, and inclusivity be acknowledged and incorporated?*

 *\*\* see Note on promoting membership in the Society*

**Outline the format and content of the meeting.**

*E.g. - meeting length and timing, tentative schedule*

 *- presentation formats (poster, podium, etc)*

 *- session formats (symposium, panel, workshops, lecture)*

 *- list potential session topics and theme of meeting*

 *- social and networking opportunities*

**Outline the expected speakers.**

*E.g. - keynote speaker and other invited speakers (tentative list at this point)*

 *- speakers from supporting institutions (students, staff, faculty)*

 *- how will presenters be chosen?*

**Describe the meeting organization and facilities.**

*E.g. - will there be a Steering Committee?*

 *- describe Student Chapter and student involvement*

 *- where will the meeting be held and what type of facilities are available?*

**Describe how the meeting will be advertised and promoted.**

*E.g - channels for advertising (SFB will advertise in the Biomaterials Bulletin and SIGnal)*

*- involvement of SFB Student Chapter and students*

*- will you target both academic and industrial scientists?*

*- will you provide travel grants or other assistance?*

*- how will you recruit a diverse audience?*

**Outline a preliminary budget for the events:**

*E.g. - SFB will provide up to $2,500*

*- SFB financially supports Biomaterials Days as an educational and scientific outreach effort. To ensure broad participation, it is recommended that no registration fee be charged. Event organizers are strongly encouraged to seek funding support beyond what SFB provides.*

**Other relevant information and material.**

*E.g. - provide any other information about your ability to organize such a meeting*

*- provide data or feedback from previous successful meetings (at your or other institutions)*

***\*\*Note on promoting membership in the Society***: Recruiting new members is a main goal of Biomaterials Days. The SFB Membership Committee can provide additional assistance to successful Biomaterials Day events in the form of recruitment materials and limited funds to promote member recruitment. To apply for these materials, please contact Shena Seppanen directly at sseppanen@biomaterials.org.

We are also providing the following examples to assist your planning:

● Designate at least one recruiter capable of speaking on the benefits of the Society. Contact the current [SFB Membership Committee Chair](https://biomaterials.org/about-volunteer-leadership/2022-2023-sfb-board-directors-and-council), if you need assistance in identifying a local SFB member to perform this role.

● Provide a raffle\* for those who sign up for a SFB membership that day (include current members who have renewed that year). \*Raffle supplies may be assisted through the Membership Committee but prizes must come from alternative funding sources.

● Distribute pamphlets/flyers/handouts detailing Society benefits and providing information about membership opportunities. You may use your own or have them provided by the Society; costs for these items can be assisted through the Membership Committee.

We encourage you to be creative, enhancing these ideas, combining them, and improving them!