**Expression of interest in hosting a Nutrition Society Short Conference**

**1. Local Organisers**

**(Please list up to 4 people who would be involved in organising the conference)**

Name:

Affiliation:

Position:

Area of Interest:

Name:

Affiliation:

Position:

Area of Interest:

**2. Title**

Please state the proposed title of your conference :

**3. Topic Summary**

Please could you provide a brief description of the relevance and interest of your proposed topic (200 words maximum).

**In addition please state:**

State how many delegates (including speakers) you aim to host

Does the conference have the scope to recur? If so, how often?

**4. Format**

Please choose one of the following formats:

* One-day: approximately 9:30 – 16:30
* 24 hour: Lunchtime to Lunchtime (potential to include an evening function)

**5. Suggested date for conference**

Please allow a bare minimum of four months from submission of this application. For very short timescales, additional assurance that the suggested speakers are available (informal agreement to speak) may be useful.

**6. Venue**

Suggested conference venue (N.B. Conference venue need not be a University Campus):

**Please confirm that your venue has the following (the available facilities will contribute to the final decision):**

**Essential**

* A lecture theatre of adequate size
* A registration area close to the lecture theatre
* A cloakroom
* Appropriate AV facilities including presentation screen, microphones and suitable lighting arrangements
* Suitable transport options from venue to train stations, airports etc.
* A lunch and exhibitor area (please note that this space should accommodate the target number of delegates and serving stations)
* In house catering or suitable external caterers

**Desirable / depending on conference format**

* Wi-Fi access
* 1-2 breakout rooms with suitable AV equipment for Oral and Poster Communication sessions if required
* Poster boards
* A wide range of accommodation options close to the venue (Please note that the Nutrition Society does not reserve rooms for conference delegates. It is the Local Organising Committee’s responsibility to liaise with local tourist/convention bureaus who can often create specific booking websites in relation to local events.)
* On or off-campus venues suitable for an Evening Function: an informal social function such as a BBQ

**Please provide a brief outline of the following costs for a 1-day/24 hour conference your proposed period:**

Room Hire:

Please provide a quote for the hire of the lecture theatre for 1 day (and where relevant for breakout rooms) for 1 day

AV Provision:

(The AV costs include any additional costs such as presentation screen, and AV support in the lecture theatre; laptops in the breakout rooms. Please quote for 1 day.)

\*Please attach room hire, AV and catering pricelists if available.

**The Society’s Honorary Programmes Officer, Dr Bernard Corfe, and the Society’s Conference Coordinator also offer an optional site visit. Please indicate below whether you would like to opt for a site visit:**

* Yes
* No

**7. Suggested Programme**

Please suggest whether you would include the following in the programme and give further detail:

* 1-2 symposia, with 3-4 speakers and 1-2 plenary talks
* Original Communication (proferred talks) Session
* Social/Networking Event

Please attach an outline indicative programme for the conference as a .doc or .pdf file.

**8. Budget**

Please provide an indicative budget including speaker travel costs, refreshments, venue and AV.

Please estimate the number of delegates and suggested registration cost.

The Nutrition Society is unlikely to support budgets of over £5,000, but is happy to collaborate with other societies / entities. If your conference budget exceeds £5,000, which other organisations will be providing support? Is this support dependent upon Nutrition Society?

**9. Outputs**

Please choose at least one of the following contributions you would like to make following the conference:

* Nutrition Society Gazette
* Papers or Abstracts to be published in the *Proceedings of the Nutrition Society* (PNS)
* Blog post for the Nutrition Society website

**Submission and enquiries**

Please return this form to Emily Ooi, the Society’s Conference Coordinator via email at [conferences@nutritionsociety.org](mailto:conferences@nutritionsociety.org)

If you wish to informally discuss your proposal ahead of submission or have any questions, please email Emil Ooi or call on +44 (0) 207 605 6568.