

ROYAL SOCIETY OF CHEMISTRY

FARADAY STANDING COMMITTEE ON CONFERENCES

INITIAL PROPOSAL FOR A FARADAY DISCUSSION

			Notes:
1.	Working Title:		
2.	Suggested Venue:		RSC are happy to advise on appropriate venues. Venues must meet CEPSC policies on direct accommodation booking by delegates.
3.	Preferred Dates:		Choose from April, July or September
4.	Duration	4 Half-day sessions Lunchtime day 1 to lunchtime day 3	
5.	Proposing Group(s):		e.g. Division, Forum or Specialist Interest Group(s)
6.	Chair of Scientific Committee		This person will be the primary point of contact for the RSC
7.	Proposed members of Scientific Committee:		Please give the names and affiliations of all scientific committee members (≤ 5 plus the Chair) of whom one or two may be from overseas.
8.	Scientific Case:	Please state the case for the scientific programme, e.g. in terms of importance, timeliness, attractiveness of publication, topicality, and target audience. Please explain why this programme benefits particularly from the unique Faraday Discussion format, and include details of the subject scope of each of the four sessions and suggested speakers for each session.	
9.	Target Audience:		Describe the target audience Academics : Industrialists Number of Students (%) UK : Overseas Chemical scientists : other disciplines (Biology, Physics) Discussions have traditionally bridged disciplines
10.	Market Size:	Groups in UK: Groups in Europe: Groups in ROW:	Give an indication of the number of research groups working in this area.
11.	Attendance:		Please estimate the total number of delegates based on your experience of other conferences of this type.
		<i>(Office Note: ~125 is the optimum number for a Discussion)</i>	

12.	Format:	Standard Faraday Discussion Format Single session, mixture of invited (~8) and contributed (~15) discussion papers, plus Introductory lecture and Closing Remarks	
13.	Invited Speakers:	List the names of the speakers you propose to invite including affiliations and topic titles.	
	Possible Introductory & Closing Speakers	Affiliation	Expenses
			Registration, accommodation & meals
	Discussion Speakers (up to 8 from the following list)	Affiliation	Expenses
			Registration only. Accommodation, meals or a contribution to travel will only be given if sufficient sponsorship is received.
14.	Contributing Speakers List research groups who might be expected to submit abstracts for paper or to attend the meeting. 15 contributed papers will be selected.	Affiliation	No expenses will be paid.
15.	Competing Meetings:		Please give details of any competing meetings in the UK or overseas, and recent meetings on the topic.
16.	Competing or Collaborating Societies:		Other Societies or Organisations who are active in this area (subject or geographical) and who might be potential cosponsors.
17.	Sponsorship Targets:		List sources of potential sponsorship and give indication of amounts.
18.	RSC Division, Forum and/or Interest Group Comments:		This form may be sent to relevant RSC group(s) to comment on the topic, committee, speakers and geographical balance, venue, dates and duration, potential clashes, and any other comments.
19.	RSC Staff Comments:		RSC Staff to comment on Division/Forum support, target audience, attendance number, topic, committee, speakers and geographical balance, venue, dates and duration, potential clashes, previous meeting performance and relevant feedback (if a series) and any other comments.

Any queries should be directed to Susan Weatherby MRSC, Manager, Conference Development, Royal Society of Chemistry, Thomas Graham House, Science Park, Milton Road, Cambridge, CB4 0WF, UK. Tel: +44 (0) 1223 432157 Fax: +44 (0) 1223 423623 Email: confdevelopment@rsc.org