



SRF WORKSHOPS AND EVENT SPONSORSHIP

The SRF is delighted to announce details of its initiative to invite bids to host SRF-funded workshops. This replaces the previous SRF Event Sponsorship application process.

A brief reminder of the background to this initiative...

2015 – The SRF Council undertook a consultation exercise to gauge members' opinions on the future of conferences funded and organised by the SRF.

A follow up referendum was conducted to determine support for 3 possible courses of action.

- Option 1 – Continuing with a stand-alone SRF annual conference plus SRF participation in the biennial joint Fertility meetings (collaborative with other UK fertility societies). *Supported by 27.4% of respondents (23 votes)*
- Option 2 - A move to annual joint Fertility meetings with a biennial stand-alone SRF conference held in alternate years. *Supported by 36.9% of respondents (31 votes)*
- Option 3: - A move to annual joint Fertility meetings with the possibility of smaller, focused, SRF-funded workshops run in the summer. *Supported by 35.7% of respondents (30 votes)*

The results of this vote, and their broader implications for members and for the Society, were considered at length and in detail by SRF Council. After due consideration and discussion, SRF Council opted to move forward with Option 3.

Full details of the Outcome of Consultation on SRF meetings can be downloaded [here](#).

Aim – to offer individuals and/or organisations the opportunity to facilitate workshops covering focussed areas of interest targeted at SRF Members and the wider reproductive science community.

The Bid Process

Eligibility – Bids for workshops to be held in 2017 will be considered from Members (of any membership category) who were paid up SRF Members in 2016 and have renewed and paid for 2017.

If applying for '**Event Sponsorship with acknowledgement of SRF support**' (see **Option C on the table below**) it is not necessary to be an SRF member although we would of course welcome your application for membership!

If an applicant is successful, they may only submit an application for an additional workshop or event sponsorship after a 2 year period has passed (2 years from the date of the last event for which they were granted support).

Subject Matter – The workshop or event you are planning must cover a topic related to reproductive biology.

Applicants must, at a minimum be able to:

- Identify a suitable venue to hold the workshop
- Propose suggested dates to run the meeting – *this does not have to be during the summer months but care should be taken to avoid conflict with any competing meetings.*
- Compile a scientific programme
- Submit a summary of costs including all relevant components (e.g. venue, catering, speaker expenses, registration)
- Agree to a Service Level Agreement (SLA).

There are 3 levels of support package available as summarised below. Applicants may apply for: (A) full financial and organisational support, (B) partial financial and organisational support, or (C) financial support only. The chart below demonstrates the 3 levels more fully to help you identify the package most applicable to your requirements.

| | A SRF WORKSHOP <i>(e.g. SRF Workshop on Ovaries)</i> | B WORKSHOP IN ASSOCIATION WITH SRF <i>(e.g. National XXX Workshop in association with SRF)</i> | C EVENT SPONSORSHIP WITH ACKNOWLEDGEMENT OF SRF SUPPORT <i>(e.g. No reference to SRF in the title)</i> |
|--|---|---|---|
| Applicant must be a member of SRF | ✓ | ✓ | ✗ |
| Applicant responsible for topic and draft programme | ✓ | ✓ | ✓ |
| Applicant responsible for speaker suggestions | ✓ | ✓ | ✓ |
| Financial support from SRF | 100% | Partial support towards total costs | Partial support towards total costs |
| Additional funding sources already secured or being sought to deliver event | ✗ | ✓ | ✓ |
| Applicant to supply costings to support application | ✓ | ✓ | ✓ |
| Secretariat support from SRF with venue finding, budget, speaker administration, registration booking and collection of registration fees, venue and onsite support etc. | SRF Secretariat will provide all support required | Optional | ✗ |
| SRF Programme Committee member liaises with Local organising committee to monitor programme ensuring it does not lose sight of SRF mandate and remit | ✓ | ✓ | ✗ |
| Applicant to agree to a Service Level Agreement (SLA) | ✓ | ✓ | ✗ |
| Acknowledgement of SRF as sponsor | ✓ | ✓ | ✓ |

KEY FEATURES OF EACH PACKAGE IN MORE DETAIL

A SRF WORKSHOP

- Applicant (a member) suggests topic and draft programme including speaker suggestions as well as a destination (and where possible a specific location).

- Applicant requires 100 % financial support (e.g. to cover venue hire, catering costs) and Secretariat support in order to carry out the event.
- This type of event would be funded entirely by the SRF unless contributions can be secured from an alternative source (e.g. another institute/journal/industry).
- Title of such a workshop would be e.g. 'The SRF Workshop on 'Ovaries'.

B WORKSHOP IN ASSOCIATION WITH THE SRF

- Applicant (a member) has the idea for a topic and suggests and organises the Programme.
- A local organising committee has been identified. One of the SRF Programme Committee liaises with the local organising Committee to ensure the project does not lose sight of SRF mandate.
- Applicant requires partial financial support estimated to be between £5,000 - £10,000 to assist with both conference costs and operational support. Upon receipt of application and consideration of tasks required to be covered by SRF Secretariat, the SRF will make an offer which details the level of support for each component.
- Title of such a workshop would be e.g. 'The XXXX Workshop in association with the SRF'.

C EVENT SPONSORSHIP WITH ACKNOWLEDGEMENT OF SRF SUPPORT

This package directly replaces the previous Event Sponsorship packages offered by the SRF

- Applicant does not need to be a member of the Society. Applications from members will be reviewed more favourably but will be reviewed on merit.
- Applicant requests financial contribution only. Financial support available up to a maximum of £5,000.
- All organisation is undertaken by the applicant and their organisation/institution.
- Organisers include reference to SRF's support of this workshop/meeting e.g. acknowledgement of support on website, inclusion of logo in final programme, circulation of SRF flyers, plus offer of up to 3 review articles from speakers for *Reproduction*.

Organisational support (where requested) will be provided by the SRF Secretariat (The Conference Collective Ltd) who are a Professional Conference Organiser (PCO). The number of Conference Collective supported workshops will be subject to available resources (to be confirmed by CCL).

Guidelines for applications

Parties interested in seeking organisational support for any of the above listed types of workshop should submit their application to the SRF Secretariat no later than 8 months before the intended date of the workshop (where Conference Collective support is required). Where organisational support is not required (i.e. only financial support is being requested), the application should be submitted no later than 3 months before the intended date of the event.

Applicants must complete the following documents as fully as possible in order to have their proposal considered.

- SRF Workshop application form
- 'Pick and Mix' task list (details of services required)