**British Pharmacological Society Focused Meeting application**

The British Pharmacological Society partners with regional organisers and other associations each year to host Focused Meetings on a range of topics and in a variety of geographic locations. All Society Focused Meetings will be hybrid events which incorporates both an in person and virtual registration.

Please note that this form is for proposing a Society meeting or partnership. For independent meetings, please contact meetings@bps.ac.uk for information on applying for a grant from the Meetings Committee.

Applications for Focused Meetings are assessed three times a year by the Meetings Committee. Deadlines for submitting a Focused Meeting are **31 January, 31 May and 30 September.**

**It is expected that the proposer(s) of a Focused Meeting would become chair of the meeting if it is approved and would work alongside the Society’s staff to deliver the event, providing leadership on the programme and faculty. Full guidance for what is involved in this role is available** [**here**](https://www.bps.ac.uk/cmsctx/pv/administrator/culture/en-GB/wg/caeef735-4ac6-43a3-bdf0-3f6d65387aaf/h/483178b30c2f4a1198c698051f98f626c3e948f56c1131f834874e4fd14a72cb/-/getmedia/ee7a076c-bae6-44c5-b82f-98b289a129de/Organiser-Guidelines-for-Scientific-Meetings.pdf.aspx?uh=62dca07319d2cfda12516360474df3aef3c21d378d8f780cb0d6e8091418fb9b)**.**

Proposers are asked to note that as a Focused Meeting chair, they are expected to adhere to the [Society’s code of conduct](https://www.bps.ac.uk/cmsctx/pv/administrator/culture/en-GB/wg/caeef735-4ac6-43a3-bdf0-3f6d65387aaf/h/483178b30c2f4a1198c698051f98f626c3e948f56c1131f834874e4fd14a72cb/-/getmedia/6831dc1f-1b53-4626-9b8b-14cffbf3f22e/Code-of-conduct.pdf.aspx?uh=190910e28b80ccb40977efe7d42162f8c524d30854419817d093f43e9919537b) for members.

**This document has been developed by the British Pharmacological Society, in order to:**

* Fairly and transparently make decisions on wide-ranging proposals from different proposers
* Reduce the administrative burden Society staff by capturing all requirements from the start
* Enable the British Pharmacological Society's Committees to review and respond to proposals promptly
* Enable the Society and events team to review proposals based on relevance to the educational and developmental needs of members as well as relation to other Society activities

If successful, details of any budget that has been allocated to the event and a timeline of planning meetings and activities will be shared with the proposer.

**Once you have completed this form, please return to** **meetings@bps.ac.uk**

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| **Proposal sent by** | *Name and organisation of Society member submitting proposal* |
| **Proposers email and telephone number** |  |
| **Proposers city and country of residence** |  |
| **On behalf of** | *Details of other organisers associated organisations* |
| **Event working title or subject area** |  |
| **Proposed event date(s)** |  |
| **Preferred locations for event** | *Venue, city* |
| **Focused Meeting description, please note this will be used on the Society's website for marketing purposes** |  |
| **Themes and topic areas covered**  | *Summary of topic areas*  |
| **Focused Meeting justification, please include details of why this Focused Meeting is relevant** |  |
| **If this event relates directly to any of the Society’s** [**Networks,**](https://www.bps.ac.uk/my-society/networks)[**campaigns**](https://www.bps.ac.uk/education-engagement/our-campaigns)**,** [**educational curricula**](https://www.bps.ac.uk/education-engagement/teaching-pharmacology/core-curricula) **or** [**advisory groups**](https://www.bps.ac.uk/about/who-we-are/how-we-are-governed/committee-overview)**, please indicate** |  |
| **Summary of expected outcomes from the event** | *Consider materials that could be produced, benefits experienced e.g.* * *Building/supporting the education community*
* *Engaging policy makers*
* *Engaging with industry needs*
 |
| **Estimated number of attendees** |  |
| **Who is this event aimed at** | *EG. Academics, industry, young pharmacologists etc*  |
| **Proposed programme details including speakers to be invited.**This can be attached as a separate document.  |  |
| **Please state how you have considered** [**Equality, Diversity and Inclusion**](https://www.bps.ac.uk/getmedia/7782e17a-6a52-46d8-a4c7-ff717fa634ee/Equality-and-diversity-statement.pdf.aspx?ext=.pdf) **in your application and met the Society’s aim of creating a diverse faculty** |  |
| **Can you identify specific company/s and/or contacts the Society can approach to sponsor your focused meeting?** |  |
| **Details of any other funding that has been acquired or applied for from other sponsors or funding bodies** |  |
| **If any of the organisers are members are a member of affiliated organisers that may be approached for collaboration or marketing purposed, please indicate.** |  |
| **What are the potential outputs from the Society's journals (BJP, BJCP and PR&P) from your Focused Meeting?** |  |
| **Additional activities surrounding the event**  | *Publications, changes in policy etc*  |
| **Has this event run in the past?** **If so, please provide details of when, where, attendance and any collaborators. You can provide a link to the website or a copy of the programme if preferred.**  | *Yes/No* |
| **Are you aware of any other events that may compete with the content or proposed timing of this event?** |  |
| **Any further details for the Meetings Committee to consider.** |  |