



*The Global Event  
for Biotechnology*

*May 18-21, 2009  
Monday-Thursday  
Atlanta, GA USA*

**Call for Session Proposals  
Instructions on how to Submit  
Open - August 1, 2008  
Closes - August 28, 2008**

**Getting Started**

- In order to submit your proposal, you will need to login using your membership login information. (Please note: you do not need to be a member of BIO to submit a proposal)
- If you do not have a membership login, you can create one at the login page.
- If you have forgotten your password, you can have it sent to you via the “forgot your password?” option on the login page.
- Once you have logged into the application site, you will be able to create as many submissions as necessary.
- While the application is open, you will be able to go in and edit/add/delete as needed.
- Each time you make updates or add a new submission, you will receive a email confirmation with all of the details.
- The application will close on **Thursday, August 28, 2008 at 5:00 pm EDT.**

**Submission Criteria**

All submissions must include the following in order to be considered:

- Session Contact (The Session Contact will be the person submitting the application and will receive all communications from BIO.)
- Session Title
- A 3-4 sentence description of the proposed session topic
- 3 objectives of the proposed session topic
- Possible Tracks include:
  - Bench to Products
  - Business Development
  - Clinical Research/Clinical Trials
  - Devices and Predictive Diagnostics
  - Doing Business Globally
  - Drug Discovery and Development
  - Emerging Company Issues
  - Finance
  - Food and Agriculture
  - Global Health
  - Industrial and Environmental
  - Intellectual Property/Legal

- International Case Studies
  - Manufacturing
  - Policy
  - Public Relations/Investor Relations
  - Regenerative Medicine
  - Regulatory
  - Technology Transfer/Licensing
- Chair, including contact information and invitation status
  - Speakers, including contact information and invitation status (Please note: each proposal must include at least three speakers. One speaker may also be the proposed chair. Only one panel member may be from the same organization.)
  - Answers to the following questions:
    - If the possibility for varied room setups exists, what format best suits your proposal? (We cannot guarantee we will provide the format requested)
      - Interactive Workshop
      - Panel
      - Roundtable Discussion
      - Scenario Based – Case Study
    - Are there any the bioethical issues that apply to this topic?
    - Why should this application be selected for the 2009 BIO International Convention program?
    - Who is the target audience?
  - Additional questions that we recommend they answer.
    - What will the audience learn from this topic?
    - What new information will be provided by this topic?
    - Explain the international appeal of this topic, if applicable.

## **Call for Session Proposals Frequently Asked Questions**

### **What is the deadline for submitting a proposal?**

The deadline to apply or edit existing applications is **Thursday, August 28, 2008 at 5:00 pm EDT**. All deadlines are strictly adhered to.

### **Can I submit one speaker for consideration?**

BIO does not accept individual speaker applications. All submissions must be for a full panel.

### **Should I contact the proposed speaker in advance of submitting the name?**

While it is not absolutely mandatory that speakers be contacted in advance of their names being submitted, the proposed speaker list does play an important role in the selection of sessions. If a session is selected based on the panel and the proposed list of speakers cannot confirm, BIO will review the appropriateness of leaving this panel on the final program.

### **What does BIO provide financially for speakers?**

BIO does not provide honoraria, hotel or travel expenses. BIO does extend a complimentary registration for the day of the session to confirmed chairs and speakers.

### **Do I have to be a member of BIO to submit a proposal?**

No, you do not have to be a member of BIO to submit a proposal. To learn more about becoming a BIO member, please visit <http://www.bio.org/join/>.

### **Who reviews the proposals?**

All proposals are reviewed by the standing BIO Program Committee composed of biotechnology professionals, and BIO staff.

### **Will submissions received earlier be given higher consideration during the review process?**

No. All submissions will be graded at the same time on the following criteria: educational value, expertise of chair/speakers, timeliness, newsworthiness, novelty and overall quality. BIO does not select applications that are deemed to be company or product promotions.

### **When will I hear whether or not my proposal is selected?**

Session Contacts only will receive notification of their status by the end of November 2008.

### **What has been on the program in previous years?**

Session information for 2008 BIO International Convention can be viewed [here](#).

Please contact the BIO Meetings Department with questions regarding the submission process.

Phone: +1 202.962.6655

E-mail: [speak@bio.org](mailto:speak@bio.org)