



12 months **Submit your proposal**

Via our simple proposal form. The Science Committee will evaluate the proposal approve, reject, propose modifications, or offer feedback. The Committee will determine whether the proposal can be accepted in its present form or if further work or information is required to reach a final decision.

10 months **Once your proposal is approved**

The conference team will reach out and discuss next steps with convenors offering advice, toolkits and assistance through regular meetings and catch-ups. Convenors will be expected to lead on the meeting programme, oversee abstract solicitations, and source sponsorship. They will also identify and contact invited and keynote speakers, ensuring compliance with our EDI speaker policy.

6 months **Open call for abstracts**

Begin call for abstracts, the conference office will manage administration and initiate events marketing in house.

1 month **Close abstracts**

Abstract submission will close, production of the abstract book by conference team and finalisation of the programme required from convenors.

Conference day

The conference team will be on hand to help you throughout the day supporting with AV, registration and zoom.