



International Society for Biofabrication

2020 Meeting Application

***Please submit the application to Tim Woodfield by Fri Sept 14th, 2018**

Please contact Tim Woodfield, Secretary General with any questions.
Email: tim.woodfield@otago.ac.nz

International Society for Biofabrication Meeting Application

1. Please Complete the Following Information

Name _____ Title _____
First Last

Affiliation _____ Department _____

Address _____

City _____ State/Province _____ Postal Code _____ Country _____

Telephone () _____ Email _____

2. Location & Dates

A. Location:

- i. Indicate the city the conference would be held.
- ii. List the characteristics of the city that make it a desirable location (major airports, accessible by train, bus, taxi, etc.)

B. Dates:

- The ISBF Conference is usually held in October.
- i. Indicate the climate during this time in the proposed city.

3. Conference Organizing Committee

Conference Chair: _____

Program Chair: _____

Local Organizing Committee Members: _____

Scientific Advisory Committee Members: _____

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4. Anticipated Attendance

Provide a realistic estimate of attendance expected; include an estimate of attendees from the host country, from the region and from other countries around the world.

5. Conference Facilities

- A. What venue do you recommend that the conference be held?
- B. Where will the technical sessions be held?
- C. How many people can the auditorium hold for plenary sessions?
- D. How many parallel sessions can be accommodated?
- E. Can an exhibition be held alongside the conference?
- F. Where will the poster sessions be held?

6. Hotel Accommodations

- A. Which hotel would you recommend as the main conference hotel?
- B. List other hotels close to the conference venue.
- C. How far is the hotel from major airports or train depots?
- D. Are there hotels that offer student rates?

7. Scientific Program

- A. Are there any unique aspects planned for the scientific program?
- B. Is any theme or focus of the scientific program proposed for the purpose of emphasizing any particular challenge, aspect or direction of biofabrication?

8. Social Events

- A. What social events will there be?
- B. Will there be a program where spouses can attend?

9. Public Outreach

If there are any plans to use the meeting to reach out to the general public, please indicate and describe in as much detail as possible.

10. Marketing

Describe plans for marketing the meeting to the worldwide biofabrication community.

11. Foreign Visitors

- A. Will foreign visitors need a visa?
- B. If needed, what is the process for obtaining a visa?

12. Additional Information

Provide any additional information that you may think the Society should be aware of.

13. Finances

The meeting organizers will assume all financial responsibility for the conference. Please note that registration fees should include the ISBF's annual membership fees, which must be reimbursed to the society immediately after the conference.

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