

SBF sponsorship of meetings and seminars

Call for applications.

The SBF encourages members or affiliates to apply for funds to facilitate scientific meetings and seminars on the subject of bioinformatics. Applications should include information on the proposed location, date, subject, aims, target audience, and amount requested, and be made directly to the SBF coordinator (Dr. Chris Janssen, cjanssen@sbforum.org).

Rules for SBF sponsorship of scientific meetings and seminars:

- SBF sponsored meetings should be advertised at least 4 weeks in advance, unless a meeting arises from a last minute opportunity, in which case the meeting must be advertised immediately, but no less than 48 h before the event.
- Alerts for the meeting should be disseminated as widely as possible, and must include the SBForum-general mail list. The meeting must be advertised in the seminar lists of the hosting institution, and should be advertised with flyers and posters.
- The meeting must be held in a venue with a seating capacity for at least 20 people.
- After the meeting has been held, title and abstract for the presentation(s), and where possible a pdf or powerpoint file of the presented slides, must be passed on to the SBF coordinator, along with a head count of attendees. Whenever feasible, it would be preferable for the SBF coordinator to receive a record of names and institutions for the attendees. Meeting organisers are encouraged to use sign-in sheets for attendees, including name, institution, and email address.
- The SBF sponsorship of the meeting must be acknowledged in all adverts for the meeting, as well as during the event, before the presentations start.
- Should an event organiser have difficulties fulfilling these requirements she/he must inform the SBF coordinator directly. The SBF reserves the right to withhold funds, should the above rules not be observed without an adequate explanation being offered.

Scottish Bioinformatics Forum

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