

SEPM- Organizing a Conference Proposal

2nd Bouma Conference Proposal Information (Fill out 1-8)

- 1. Conference Theme and Goals within Deepwater Geoscience topic one page).**
 - a. Clearly define the overarching theme of the conference.
 - b. Outline the specific goals and objectives you want to achieve through the conference (e.g., advancing knowledge in specific geological fields, fostering collaboration, discussing innovations).
- 2. List of Conveners – affiliations and contact information**
 - a. Main contact(s)
 - b. Additional potential program people
- 3. Target Audience**
 - a. Define the types of attendees (e.g., general geologists, researchers, educators, students, industry professionals).
 - b. Estimate the number of participants, what are estimated minimum and maximum numbers. This may be affected by the venue facilities and or field trips
 - c. Consider regional, national, or international scope.
- 4. Proposed Conference Dates – in 2027**
 - a. Provide a list of preferred dates or date ranges.
 - b. Include alternatives in case of scheduling conflicts. Check SEPM website or with SEPM staff for other scheduled events.
 - c. Timing needed for weather for any included field trips.
- 5. Venue – May be TBD (with SEPM Staff input and help)**
 - a. Basic location if identified
 - b. Identify potential facilities at location (universities, conference centers, hotels, etc.).
 - c. Required venue capacity, facilities, and technical setup (e.g., AV equipment, Wi-Fi, projectors).
 - d. Accommodation options for attendees, including distance from the venue.
 - e. Closest major airports.
- 6. Keynote Speakers and Presenters**
 - a. Recommendations for keynote speakers, panelists, and/or session chairs.
 - b. Identify their availability and if there are honorarium requirements.
- 7. Field Trips and Special Events**
 - a. Suggestions for field trips as key parts of the conference or as a break during the conference.
 - b. Any special events (e.g. field trips, dinners, forums, etc.).
- 8. Sponsorship and Funding**
 - a. List of potential sponsors (e.g., universities, companies, professional societies).
 - b. Grants or funding opportunities to support the conference.
 - c. Sponsorship packages to offer (e.g., branding, exhibitor booths).
- 9. Budget (to be drafted by SEPM staff working with conveners)**

SEPM HQ Staff support for accepted proposal

Timeline Items for Conveners for accepted proposal.

(Created by SEPM Staff in conjunction with conveners)

- 1. Budget (to be drafted by SEPM staff working with conveners)**
 - a. General inputs for a budget for the conference, covering:
 - i. Venue rental – number of days
 - ii. Field trips (as part of registration or as separate events)
 - iii. Catering (e.g., meals, breaks)
 - iv. Miscellaneous expenses
- 2. Call for Abstracts/Papers (SEPM + Committee)**
 - a. Create a proposal for managing the submission process for abstracts and papers.
 - b. Determine details on the review process, deadlines, and acceptance criteria.
 - c. Create the list of topics or subfields within geology for the call for papers.
- 3. Session Formats**
 - a. Planned session types, such as:
 - i. Oral presentations
 - ii. Poster sessions
 - iii. Panel discussions
 - iv. Workshops or field trips
 - v. Inquire about desired session duration and technical requirements.
- 4. Logistics and Event Management (SEPM)**
 - a. Logistics, such as:
 - i. Abstract collection
 - ii. Registration management
 - iii. On-site coordination (staff, volunteers)
 - iv. Transportation options for attendees (shuttles, parking)
 - v. Conference signage and branding
 - vi. Catering management
- 5. Marketing and Promotion (SEPM)**
 - a. Event promotion
 - i. Conference website
 - ii. Social media
 - iii. Professional geological networks
 - iv. Email campaigns
 - v. Graphic design services for promotional materials.

6. Conference Proceedings and Publications (SEPM)

- a. Plans for conference proceedings:
 - i. Abstracts/Extended Abstracts/Full papers
 - 1. Meeting only published
 - 2. Print and/or Digital
 - ii. Post-Conference publication
 - 1. SEPM Book
 - 2. Journal Special Edition

7. Environmental and Accessibility Considerations

- a. Consider how the conference can minimize its environmental impact (e.g., sustainable practices, carbon offset options).
- b. Inquire about accessibility needs, ensuring the conference is inclusive to all attendees.

8. Legal and Permitting (SEPM)

- a. Any legal requirements for hosting the event (e.g., permits, insurance).
- b. Ensure compliance with intellectual property rights for presentation materials and proceedings.
- c. SEPM Code of Conduct

9. Post Conference Evaluation and Feedback (SEPM)

- a. Gather feedback from attendees (e.g., surveys, feedback forms).
- b. Measure success against goals (science and financial).