

BioMedEng

BioMedEng Conference Proposal Form

Institutions interested in hosting the BioMedEng Conference in September 2022 should complete the form below and send to g.tetteh@imperial.ac.uk by **31st July 2020**

Host Institution Details –

Name of Institution	
Address	
Host Department	
Name & Email of Key Contact Person(s)	

Proposed Organising Committee –

Conference Chair

Title		Name	
Institution		Department	
Email			

Conference Co-Chair (*Optional*)

Title		Name	
Institution		Department	
Email			

Other Committee Member

Title		Name	
Institution		Department	
Email		Position	

Other Committee Member (*add or delete as appropriate*)

Title		Name	
Institution		Department	
Email		Position	

Tentative Dates/Venue(s)

Tentative Dates	Please note that the ideal conference dates are the Thursday and Friday, or the Monday and Tuesday, of the first or second week of September		
Possible Venue		Capacity	
Possible Venue		Capacity	
Possible Venue		Capacity	
Possible Venue		Capacity	
Possible Venue		Capacity	

For queries regarding the BioMedEng proposal, please contact Dr Gifty Tetteh at g.tetteh@imperial.ac.uk

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Short description of your plans for the conference

[Please provide a short description of your plans for conference. Please include suggestions for changes to the format from recent years and ideas to shape the conference, how to attract researchers, stimulate young researchers, and involve clinicians and industry. Please also provide previous experience of conference organising in the team, and include your plans for the conference dinner]

Funding Information

[Please provide details of how you plan to fund the conference, breakdown of the delegate fee structure, estimates of the registration fees, conference dinner and hospitality costs, and delegate numbers (minimum to maximum)]

The fee structure must include a members' rate and a non-members' rate, where the members' rate is at least the full membership fee less than the non-members' rate. Currently the full membership fee is £30.]