**New Phytologist Symposium Proposal – *Pro forma***

The internationally renowned series of New Phytologist Symposia aim to support emerging and key areas of research. Usually these meetings would be expected to extend over one to three days, with invited speakers and a maximum of 120 delegates. In this way we hope to provide an informal atmosphere for the stimulation and exchange of ideas and the building of collaborations. We particularly encourage the involvement of early-phase career scientists and as such a number of travel grants will be awarded in association with each meeting.

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| **Title:** |
| **Venue:**(*At least one organizer should be local to the event*) |
| **Date:**(*Application should ideally be 2 years prior to the event and no later than 1 year*) |
| **Organising committee:** |
| **Contact details for main Organiser:** |
| **Goal:** |
| **Rational and scope:**(*include justification for the timing; max. 300 words*) |
| **Symposium format:**(*see note 1 over leaf*) |
| **Draft programme:**(*include potential speakers and topics/titles. The New Phytologist Trust promotes a healthy gender balance and age structure*)  |
| **Beneficial outcomes:***(e.g. for New Phytologist and the scientific community)* |
| **Approximate cost:**(*also include any other potential sources of support if appropriate*) |
| **Additional comments:** |

**Note 1**

Format can be varied according to the needs of each symposium. However, we have found that the following two work well:

1. Small meetings (£20k). A 1–2 day meeting, with 10–12 speakers and up to 75 delegates. Posters optional. (e.g. 31st NPS: <http://www.newphytologist.org/symposiums/view/3>)

2. Larger meetings (£43k). A 2–3 day meeting that will generally include 20 talks, breakout discussions, posters and 100–120 participants. (e.g. 16th NPS: <http://www.newphytologist.org/symposiums/view/20>)

**Note 2**

The above boxes may be expanded to fit your text.

**Procedure**

Proposals are considered on a yearly basis and should be submitted **by the end of February** to the Managing Editor (address below) as a Word document. These will then be considered by the board of Editors and recommendations taken forward to the board of Trustees for the final decision. Decisions will be notified by early June.

You are welcome to contact the Managing Editor with preliminary enquiries at any time of the year.

Sarah Lennon

Managing Editor, New Phytologist

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