

## Call for Proposals – Lymphatic Forum 2027

To submit a proposal, please provide brief answers to the following questions and send this document to: [lern@lymphaticnetwork.org](mailto:lern@lymphaticnetwork.org) by **September 15, 2024**.

All proposals will be evaluated by representatives of NAVBO and LE&RN and finalists will be determined and notified by or around December 15, 2024.

### Proposal Questions:

1. The theme of the proposed forum and topics to be covered. (Indicate those with a clinical or translational aspect)
2. The institution(s) collaborating on the forum
3. The location and infrastructure available for the proposed meeting
4. Attendance capacity
5. The proposed budget
6. Proposed sponsors
7. Potential speakers (very important to consider gender balance and inclusion of those from underrepresented groups)
8. Ability and commitment to write NIH funding grant or secure commensurate alternate funding source
9. The names of the proposed Chairs/Organizers of the Forum, including their CVs and past experience in hosting similar or larger conferences
9. General description of why your institution provides a unique opportunity for the LF2027
  - Information on the program and budget of previous Lymphatic Forums available upon request to those submitting proposals.

### Support you can expect from NAVBO & LE&RN

- LE&RN's and NAVBO's primary function will be to promote LF2027 to its members. Promotion will include the following: print media, "Save the Date" postcards distributed at NAVBO/LE&RN meetings, promotions on their web sites and newsletters, and emails to their databases.
- Website: NAVBO and LE&RN will provide websites which will contain all the pertinent information about the Forum.
- Registration: NAVBO will handle all registrations
- Abstract submission: NAVBO will set up an online abstract submission system and provide the host with the capability to review abstracts online. This system will also be used to provide a mobile accessible app for the program.
- LE&RN and NAVBO will both collect travel award applications through the online abstract submission process. They will also provide some funding for these travel awards.

### Administrative Services

- Except as set forth above, services provided by NAVBO and LE&RN will be limited to providing the host with prior Forum programs, budgets, and grant proposals.

### Responsibilities of the Host Organization/Institution:

- In conjunction with the Forum Steering Committee, select and invite speakers
- Arrange all appropriate accommodations for speakers
- An R13 grant should be submitted to the NHLBI by August 12 of the previous year (please note: the LOI is due to NHLBI by July 1 – *February 28 for an April 12 submission*)\*
- Fundraising: The host site will be responsible for acquiring the funds to support speaker travel and hotel, A/V, poster boards, and other functions or activities. It is recommended that host organizations not guarantee speaker expense reimbursement unless funds have been committed for that purpose, such as grants or corporate support. Otherwise, we suggest only guaranteeing to waive the meeting registration at the time of the invitation.
- Meeting Space: The host is responsible for the coordination of all meeting spaces, including any dining or special functions
- Space is needed for platform and poster sessions. If possible, mingle lunch with posters or provide a separate room for lunch.
- All A/V needs including poster boards
- Accessibility: Meeting rooms should be equipped with the necessary Internet access
  - Food and Beverage: The host is responsible for providing coffee breaks and can decide whether to provide breakfast and/or lunch. Dinner is usually on their own, however, you may opt to hold one dinner or reception for networking purposes. These costs should be covered by registration fees since most companies and NIH will not cover food.
- Neither NAVBO nor LE&RN will assume liability for any financial loss incurred by this meeting. Care should be taken to ensure a realistic budget.

*\* If you are unfamiliar with the R13 application process, please visit this website:*

*(<https://www.nhlbi.nih.gov/grants-and-training/policies-and-guidelines/conference-grant-r13-application-procedures>). It is important to note that the LOI requires a preliminary program and a list of invited speakers.*