PROPOSAL REQUEST FOR A DISCOVER CONFERENCE

Nature of DISCOVER Conferences: Common Features

Interactive:

Provide adequate time and a format which encourages in-depth interaction and participation by all conferees. The amount of time allotted for questions/answers and discussion among participants should approach the time allotted for speaker presentations. No public citation or reference so that free and open exchange of new or controversial issues may be achieved (Proposals may be made for conferences which are exceptions to the no-citation principle if ample justification is provided).

Format:

The “signature” format utilizes an informal retreat-type setting, with time allowed for significant personal and small group discussions and for networking and recreation.

Some Conferences focus on recent important advances in a selected field. Other Conferences may be recurring, but each time a conference is held, a topic of high current interest within a broad field is selected.

Conference themes that are either too narrow and/or specialized probably will not attract an adequate number of conferees and interactive discussion is likely to be limited.

Example TYPES of Conferences:

Research:
Primarily for researchers at the frontier of the topic area.

Cross Sector Interactions:
Foundation is research and science, but an emphasis on bringing together representatives of various groups such as: researchers (in universities, federal labs, industry), educators, consultants, regulatory (state and federal), producers, input suppliers marketing, processors, distributors and retailers, consumers. Goals may be to enhance interchange of needs and opportunities, restraints and developing cooperation among sectors.
Technology Transfer:
Foundation is research and science, but the emphasis is on getting new information out to users, allowing opportunity to discuss details and additional needs.

Education (On-Campus and/or Outreach):
To bring together the research community with educators (including extension educators) to develop curricula and educational programs which are built on the best science available. Some research Conferences may also incorporate discussions of science education into some aspect of their meetings.

Preparing a DISCOVER Conference (DC) Proposal

Proposals should be sent to the DISCOVER Conferences Director who in turn submits the proposal for review and comment to determine whether the topic merits recommendation for a future DISCOVER Conference. Preliminary informal discussions with the DC Director about concepts and ideas are encouraged and welcomed.

Proposal Format:

1. TITLE:

2. SUGGESTED DATE (Year, season):

3. JUSTIFICATION (Proposal should address the following issues):
   - Background, stage setting, timeliness for the proposed conference.
   - Why the proposed topic is important to animal agriculture.
   - What distinguishes the proposed conference from symposia or other conferences on this topic?
   - Would the conference likely attract at least 100 registrants?
   - Who is the targeted audience for attendance?
   - Would there be ample financial sponsorship for the conference?

4. SPONSORS:
   - Include a list of potential sponsors for financial support
   - Include any sponsors who have committed to sponsor the conference

5. NAME OF PERSON (s) PROPOSING CONFERENCE (Include contact Information):

6. LIST 2-6 INDIVIDUALS WHO ARE SUPPORTIVE OF THE REQUEST AND WHO MAY BE WILLING TO HELP DEVELOP THE PROGRAM:

7. POTENTIAL TOPICS:
   - Include for the anticipated sessions and some possible speakers (Session titles and speakers may change as the program is developed).

When a Conference (theme) is approved, a Chair (or Co-chairs) will take the lead and work with the DISCOVER Conferences Director to appoint a Program Committee for the specific conference. The Chair (s) will take the lead (working with the Program Committee and Director) for the selection of the subject matter, speakers, and other participants. They may also suggest dates and location for the conference.
The Chair (s) and Director will work together closely throughout the development and conduct of the Conference.

**PROPOSALS OR INQUIRIES SHOULD BE ADDRESSED TO THE DIRECTOR:**

Larry R. Miller, Ph. D.
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Proposals and inquiries are welcome at any time.

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