Bio World Congress on Industrial Biotechnology

Call for Proposals & Speakers Guide

Key Dates & Deadlines

Call for Proposals Opens: November 27, 2017

Submission Deadlines:
January 19, 2018 @ 5:00 PM EST (Panel Sessions)
May 14, 2018 @ 5:00 PM EST (Company and Technical Presentations, GreenTech Investor Sessions, and Posters)

For the latest information on the BIO World Congress Call for Proposals and other conference updates, visit **bio.org/worldcongress**

Bio World Congress on Industrial Biotechnology

Interested in Submitting?

The **2018 BIO World Congress Call for Proposals** opens on November 27, 2017. You are encouraged to submit as many proposals as you like, as long as they adhere to the requirements detailed in this guide. Please remember that submitting a proposal constitutes a commitment to present the proposed session or presentation if selected.

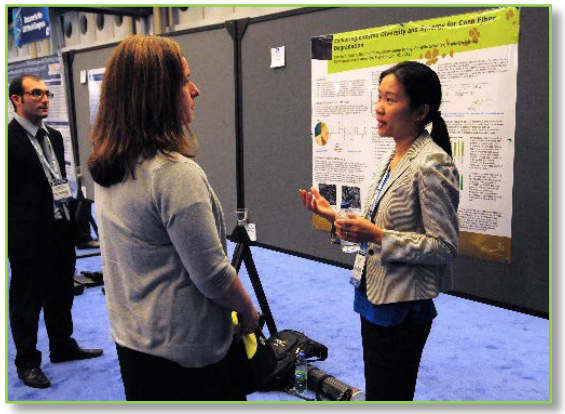
Science and innovation are the core of what we do – we want voices and viewpoints that are fresh. Please remember that your proposal is one of hundreds that will be read by graders. With such a large number of proposed sessions, those with unclear or inaccurate details are less likely to be accepted.

Please refrain from submitting panel session proposals that are sales pitches of your region, country, or company. Be mindful of your target audience and the key take-aways that you want your audience to walk away with. BIO is seeking cutting edge topics that have not been presented in prior years.

BIO is in search of submissions in four different program categories:

- **Panel Sessions**
- **Company and Technical Presentations**
- **Poster Presentations**
- **GreenTech Investor Sessions**

Further details and requirements for each submission type are located in this guide. Please read each requirement carefully and if you have any questions at any time, email **worldcongress@bio.org**.



Who Attends the BIO World Congress?

AUDIENCE DEMOGRAPHICS

1,000 ATTENDEES
250 C-LEVEL/VP-LEVEL DECISION MAKERS

535
INDUSTRIAL BIOTECH COMPANIES

INDUSTRY ROLES

CHIEF OFFICER, VICE PRESIDENT, DIRECTOR, BUSINESS DEVELOPMENT, ACADEMIC

TOP 5 REASONS TO ATTEND THE BIO WORLD CONGRESS

1. **PARTNER** using the BIO One-on-One Partnering™ system to meet hundreds of new companies
2. **KEEP** up to date on industry trends and issues through our robust education program
3. **ATTEND** networking events and receptions throughout the week
4. **VISIT** potential partners in the vibrant BIO World Congress exhibition
5. **SHOWCASE** your brand in front of new business and industry contacts

GLOBAL PRESENCE

Top 10 Delegations

1. United States
2. Canada
3. Netherlands
4. France
5. Germany
6. Australia
7. Japan
8. United Kingdom
9. Belgium
10. South Korea

32 COUNTRIES

36 STATES

*More than **40%** of 2017 BIO World Congress attendees travelled from outside of the U.S.*

Submission Tracks & Categories

BIO World Congress Submitters have the option to submit panel sessions, technical presentations, and poster presentations in seven different breakout tracks, shown below. Please note further details and requirements for each submission type are located on the following pages.

BIO WC 2018 Submission Tracks

Advanced Biofuels and Biorefining Track focuses on the technology of advanced biofuels and biorefinery platforms from laboratory to commercial scale and examines the diverse and growing markets to utilize advanced biofuels and biorefinery products.

Agricultural Crop Technologies and Biomass Supply Track examines how to develop, optimize, and commercialize the full spectrum of feedstocks necessary to meet the growing needs of the biobased economy.

Growing Global Biobased Markets Track combines global perspectives on the growth and development of a biobased economy and how countries are fostering innovation at their national level.

Renewable Chemicals and Biobased Products Track spotlights innovative processes to renewable chemicals, bioplastics and biobased materials. Perspectives from manufactures and brand owners in the commercialization of industrial renewable chemicals in the production of biobased products will be provided.

Algae Production Technologies Track explores using algae as a production organism to make bioproducts, renewable chemicals, food ingredients and biofuels.

Specialty Food Ingredients, Flavors, and Fragrances Track highlights the synthesis of renewable specialty chemicals and its applications in food ingredients and additives, flavors, fragrances, personal care, household products, and intermediates for pharmaceutical applications.

Synthetic Biology and Gene Editing Track emphasizes the recent technological advancements in synthetic biology and genomics research targeting products produced for everyday applications.

BIO WC 2018 Submission Categories

Session Proposal: A panel in which speakers interact and present differing viewpoints on a debatable topic. Moderator will facilitate formal Q & A with the audience and panelists for a minimum of 15 minutes.

Time Slot: 75 minutes
Maximum Panelists: 1 moderator, 3 speakers
Submission Deadline: 1/19/18

Presentation Application: an individual presentation featuring a representative from a particular company, organization, or geographical region.

Time Slot: 13 minutes
Maximum Presenters: 1
Submission Deadline: 5/14/18

Poster Presentation: showcases novel research information presented by an individual researcher or company representative.

Maximum Presenter Allowed: 1
Submission Deadline: 5/14/18

GreenTech Investor Session: 15 minute presentations given by senior level-executives that showcase a company's pipeline, R & D activities, business objectives and investment goals.

Time Slot: 15 minutes
Maximum Speakers Required: 1
Submission Deadline: 5/14/18

NEW THIS YEAR

In addition to complete panel submissions, this year we will also be accepting applications for Company and Technical Presentations.

Company and Technical Presentations are short yet detailed, fast moving and concise presentations (typically PowerPoint) given by a senior level executive or an academician who is an expert in the field of industrial biotechnology. These presentations showcase technology development, process improvements, product pipeline, R&D activities, technology transfer opportunities, business objectives, building partnerships, and potential investment goals. Presentations are 13 minutes long, including a brief introduction and Q&A with the audience.

Learn more about Company and Technical Presentations on Page 9.

How do I Submit a Proposal?

All proposals must be submitted through BIO's online Program Portal, available at **bioevents.hubb.me.** Step-by-step instructions detailing how to navigate the portal are listed below. **See submission requirements on pages 8-11 to ensure that you have all the necessary information available before you submit your proposal.**

Step 1- Login to Submission Site

You will need to create an account by clicking on the **Create An Account** button at the top of the page.

Step 2 – Click on Proposal Application Hyperlink

After logging in, begin your proposal by clicking on the "SUBMIT" hyperlink that applies to the type of proposal you would like to submit, under the **Available Submission Types** header.

Step 3- Complete Proposal Form

Proposals should have all required components completed and adhere to the total length requirements. Please be sure to select **World Congress** from the list of available events.

Step 4 – Upload Speaker Details

To add a Participant(s), click on the **Add Speaker** hyperlink. Complete the proposed speaker's first name, last name, job title, company, email address, and invitation status.

Step 5 – Review Proposal & Submit

Please review your final proposal before submitting. If you think you will need to make changes to your proposal before the January 19, 2018 deadline, please click **Save as Draft.** When you are ready to submit your proposal, click the **Submit** button. *Note: Once you click 'Submit' you **will not** be able to make any changes to your proposal. If you have edits to make after you submit, you will need to email worldcongress@bio.org.*

Session Proposal Requirements

Sessions consist of a panel in which speakers interact and present differing viewpoints on a debatable topic during a 75 minute time slot. A moderator will facilitate formal Q & A with the audience and panelists for a minimum of 15 minutes after the presentations.

Session Proposals must be submitted through BIO's Program Portal: **bioevents.hubb.me**
Proposals must be submitted by **January 19, 2018 at 5:00 PM (ET)** and should contain the following information:

SESSION TITLE: (200 character limit, including spacing): Make sure your title is listed as you would like it to be published if selected; including correct grammar, capitalization, and punctuation. While a catchy session title can attract the attention of attendees, the proposal itself should be clear and complete in order to be favorably viewed by the Program Committee.

2018 BREAKOUT PROGRAM TRACKS: Choose the track that best describes your proposed Breakout Program Panel Session (located on page 5).

SESSION DESCRIPTION (1,000 character limit, including spacing): Provide a concise description that will explain the focus and significance of your proposed session.

SUBMITTING COMPANY (100 character limit, including spacing): Provide the name of the organization you are submitting this proposal on behalf of, if any.

METHODOLOGY (1,000 character limit, including spacing): Provide an explanation of how the panel will be conducted and what each speaker will address. Provide enough detail for the Program Committee to clearly visualize your proposed session.

ELEVATOR PITCH/RELEVANCE (100 character limit, including spacing): What is the essence of your session? If you only had one sentence to convince someone to attend your session, what would it be?

SPEAKER INFORMATION: You are allowed a maximum number of **three speakers** and **one moderator** on a panel.

- **NAME/TITLE/COMPANY (275 character limit, including spacing):** Provide the name, title and company of each proposed speaker.
- **BIOGRAPHY (2,000 character limit, including spacing):** Provide a brief biography of the proposed moderator/speaker.
- **EMAIL (100 character limit, including spacing):** One unique email per speaker is required. Speakers will not be contacted without organizers knowledge.
- **INVITATION STATUS – REQUIRED**: Indicate whether each speaker or moderator has been Invited, Confirmed acceptance of their invitation, or if you Have Not Contacted them yet.

BIO MEMBER (YES OR NO): Provide your membership status. Note: You do not have to be a member of BIO to submit a proposal.

****Note:** The World Congress Program Committee reserves the right to make recommendations and requirements for revisions of content and or/speakers within proposals prior to acceptance.

Company and Technical Presentation Requirements

Company and Technical Presentations consist of 13 minute individual presentations featuring a particular company, organization, or geographical region. A moderator will provide a brief introduction at the start of the presentation, while Q&A with the audience will follow the presentation.

Presentation Applications must be submitted through BIO's Program Portal: **bioevents.hubb.me**
Applications must be submitted by **May 14, 2018 at 5:00 PM (ET)** and should contain the following information:

SUBMITTING COMPANY/ORGANIZATION INFORMATION: Provide the legal name, headquarters location, and website for the submitting company or organization.

PRESENTATION TITLE: (200 character limit, including spacing): Make sure your title is listed as you would like it to be published if selected; including correct grammar, capitalization, and punctuation. While a catchy session title can attract the attention of attendees, the proposal itself should be clear and complete in order to be favorably viewed by the Program Committee.

PRESENTATION DESCRIPTION (1,000 character limit, including spacing): Provide a concise description that will explain the focus and significance of your proposed session.

2018 BREAKOUT PROGRAM TRACKS: Choose the track that best fits your proposed presentation (located on page 5).

GOAL FOR PRESENTATION: What do you hope to get out of presenting at World Congress?

PRESENTER INFORMATION: You are allowed a maximum of **one speaker** per presentation.

- **NAME/TITLE/COMPANY (275 character limit, including spacing):** Provide the name, title and company of each proposed speaker.
- **BIOGRAPHY (2,000 character limit, including spacing):** Provide a brief biography of the proposed presenter.
- **EMAIL (100 character limit, including spacing):** BIO strongly encourages you to provide an email address for each speaker or moderator. However, if you are unable to obtain the speaker or moderator's email address, you may insert your own.

BIO MEMBER (YES OR NO): Provide your membership status. Note: You do not have to be a member of BIO to submit a proposal.

Poster Presentation Requirements

Showcase Your Research!

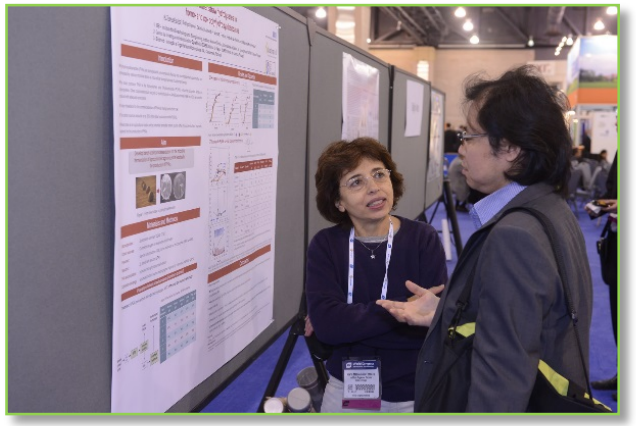
Poster Submissions showcase novel research information presented by an individual researcher or company representative. Proposals must be submitted by **May 14, 2018** and should adhere to the following requirements:

- **Presentation Title:** Make sure the title of your research is listed exactly as you would like it to be published if selected; including correct grammar, capitalization, and punctuation. While a title can attract the attention of World Congress attendees, the proposal itself should be clear and complete in order to be favorably viewed by the Program Committee.

- **2018 Breakout Track Areas:** Choose the focus area that best describes your proposed Poster Submission which are located on page 5.

- **Poster Presenter Requirements:** Individuals are limited to submitting and presenting one poster (ie. multiple authors will not be recognized in the program or authorized to receive the poster registration discount). Multiple posters cannot be displayed on the same board. Poster Presenters **must** attend the Business Partnering Reception with Poster Presentations and be available to discuss his/her research.*

- **Registration Requirement:** Poster Presenters must pay and register for World Congress at the discounted poster presenter rate in order to present their proposed session. Discounted rates will be available for all Poster Presenters in January 2018.



*Note: Attendees who register as a poster presenter and do not attend the Business Partnering Reception will be charged a full conference registration rate.

GreenTech Investor Sessions Requirements

Present to Investors & Analysts!

GreenTech Investor Sessions consist of 15 minute presentations given by senior level-executives that showcase a company's pipeline, R&D activities, business objectives and investment goals. Proposals should adhere to the following requirements:

- **Application Information:** Information submitted on the GreenTech Investor Session Application will only be used for selection purposes and will not be printed in the World Congress handbooks or as profiles on the BIO One-on-One Partnering System.
- **Presentation Length:** All GreenTech Investor sessions will be 15 minutes in length. Speakers are allowed to present their technology development and business model to an elite audience of investors and analysts.
- **Speaker Requirements:** Only one presenter per session; usually the company CEO or another C-Level Executive.
- **Registration Fee Requirement:** Speakers must pay the GreenTech Investor Session presentation fee. The fee includes the opportunity to make a company presentation and one (1) full conference registration to the World Congress.
- **Selection Process:** Presentation slots are very limited and will be allocated through an investor advisory board selection process.

Frequently Asked Questions

Q. Do I have to be a member of BIO to submit a proposal?
A. No, you do not have to be a member of BIO to submit a proposal. To learn more about becoming a BIO member, please visit www.bio.org/join/

Q. Is there a cost to present at the World Congress?
A. Yes, moderators, speakers, and poster presenters are expected to register in order to present and attend. Presenters will receive a discounted registration rate.

Q. Does BIO provide an honorarium for speaking?
A. BIO does not provide honoraria or reimburse for travel or housing expenses.

Q. Once I have made a submission, can it be modified?
A. No, once you submit your proposal no additional edits can be made. If you are not prepared to submit the session, you may save it as a 'Draft' and return to make edits and submit before the portal closes.

Q. When will BIO make decisions and notify me?
A. You will be notified of your submission status via email in March 2018.

Q. Will any changes be made to my proposal?
A. Maybe. BIO reserves the right to make recommendations and requirements for revisions of content and/or speakers within proposals prior to acceptance. You will be notified of any changes made to your session.

Q. Can the deadline be extended?
A. Unfortunately, the deadline cannot be extended for Panel and Speaker submissions. January 19, 2018 at 5:00 p.m. (ET) marks the beginning of an extensive review process so that all submissions may be professionally peer reviewed without rushing the process. BIO needs a firm deadline so that the Program Committee has sufficient time to review each submission thoroughly.

Q. Is there a limit to the number of speakers per session?
A. Yes, there is a maximum of 3 speakers and 1 moderator per breakout session. If you are submitting a panel please submit 1 moderator and 3 speakers.

Q. Should I contact the proposed speaker in advance of submitting the name?
A. Yes. If you are submitting a panel, please confirm with your proposed speakers that they are willing to participate and are aware of the dates and registration fees.

BIO Disclaimer

Once a proposal is submitted for consideration, it is considered that no part of the paper is copyrighted by any publication nor is under review by any publication. It is the sole responsibility of the submitting author to obtain proper permission for the use of any copyrighted materials in the paper, prior to the submission of the paper to BIO. Authors of accepted speakers must obtain and provide to BIO on final acceptance all necessary permissions to reproduce in print and electronic form any copyrighted work, photographs, and other graphic images. Under no circumstances, will BIO (or its directors, officers, employees, or agents) be liable for the accuracy or reliability of any paper (or portion thereof), or any direct, indirect, incidental, special or consequential damages arising from the paper or the use of the paper. Any information collected from the submitting author shall be used only in a manner consistent with BIO's Privacy Policy which can be found at http://www.bio.org/articles/biotechnology-industry-organization-privacy-policy.

By submitting a proposal, the author and/or submitter and/or presenter agrees to the terms and conditions noted on this page along with the general speaker terms and conditions and BIO's privacy policy. Transportation, lodging, meals and all other conference expenses are the responsibility of the presenter. BIO does not provide scholarships or stipends.

Ready to Submit?

Log into the BIO Program Portal using the link below to get started on your BIO World Congress proposal submission today! Please contact worldcongress@bio.org with any questions.

For the latest information on the BIO World Congress Call for Proposals and other conference updates, visit **bio.org/worldcongress**