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| **Biofabrication 2022 SYMPOSIA SUBMISSION FORM** | | | |
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| Please e-mail the completed form to [**info@biofabrication2022.org**](mailto:info@biofabrication2022.org) by the **30th of April 2022** | | | |
| **Proposed Symposia Title**  *(max. 25 words)* |  | | |
| **Submitting Author(s)** | **Name and Surname** | **Affiliation** | **E-mail address/**  **phone number** |
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|  |  |  |
| **Chair** |  |  |  |
| **Co-Chair** |  |  |  |
| **Invited Speaker**\* |  |  |  |
| **Additional Invited Speaker** |  |  |  |
| **Symposium Keywords:** |  | | |
| *(max. 5)* |
| **Describe the intent of your symposium proposal** |  | | |
| *(max. 500 words)* |
| **Potential research groups that will be invited to submit abstracts** |  | | |
| **Sponsorship for** | | | |
| **Submitting Author(s)** | Yes/No *(if yes, please give the Sponsor Name)* | | |
| **Invited Speaker(s)** | Yes/No *(if yes, please give the Sponsor Name)* | | |

\* maximum two Invited Speakers for each symposium proposal are allowed. Ensure that your invited speaker has agreed to speak at the symposia with the stipulated financial arrangements.

**SYMPOSIUM PROPOSAL GENERAL POINTS**

Biofabrication 2022 invites symposia proposals in all areas of Biofabrication. If you are interested in submitting a symposium proposal, please complete the form and submit it to **info@biofabrication2022.org**.

**Submission**

1. All symposia proposals must be submitted electronically, in Word or PDF format, in English, using the template provided above.
2. The Submitting author (s) proposes the names of up to two chairs and the names of up to two invited speakers. Try to ensure gender balance when you can within the Chairs.
3. The Submitting author(s) should be active as a Chair or Co-Chair.
4. Chair, Co-Chair and Submitting Author(s) should not appear as an Invited Speaker.
5. Biofabrication 2022 would like to encourage symposia submitters to consider the diversity of their proposed invited speakers.
6. Biofabrication 2022 may not be held responsible for any infringements because of plagiarism, libel, slander, or any misuse of material.
7. Submitting Author(s) will abide by the conditions, deadline policies and decisions of the Biofabrication 2022 Committee.

**Evaluation of the Symposium Proposal**

The symposia proposals will be evaluated based on the following criteria:

* Relevance to the conference theme;
* Relevance to industrial and clinical applications;
* Novelty, scientific impact and educational value;
* Diversity of the groups represented.

**Once the symposium is accepted** proposer(s) will be notified by e-mail by the **30th of April 2022**. Biofabrication 2022 retains the right to merge similar symposium proposals or to cancel a symposium if a critical number of abstracts is not received.

The symposium chairs and their respective invited speakers confirm that they would register and pay to attend the conference and to chair the symposium or give a talk.

**Financial Support for Symposia**

Due to budget constraints, Biofabrication 2022 will not provide financial support to symposium chairs and invited speakers. However, Biofabrication 2022 will offer a reduced registration fee (early registration) to each symposium chair and invited speaker. The symposium organizers are encouraged to find sponsors to support the registration and/or travel of the speakers/organizers. Sponsors will be able to promote their company by way of advertising material as part of the symposium. Please do not reach out to potential sponsors until the notification of acceptance of the symposia proposal is communicated by the Biofabrication 2022 conference committee.

If you have any questions regarding the symposium organization, please contact us at **info@biofabrication2022.org.**

**We thank you for your interest in proposing a symposium and we are looking forward to welcoming you to Tuscany, Italy in 2022!**