

Guideline for Meeting Organization



Diretoria Científica, Gerência de Colaborações em Pesquisa
FAPESP R. Pio XI, 1500 - Alto da Lapa, São Paulo - SP, 05468-901

Introduction

The FAPESP Week series have created opportunities and facilitated research collaboration between researchers from the state of São Paulo, Brazil, and colleagues from around the world. Nineteen FAPESP Weeks were held between 2011 and 2019 (<http://fapesp.br/fapespweek/>). FAPESP Weeks are organized by FAPESP and partners in the local country/region. They may be based in a single institution/city or two or more institutions/cities in the same region/country.

Before the pandemic, two to three FAPESP Weeks were organized per year, under approval by the Superior Council of FAPESP.

Each FAPESP Week brings together leading young and consolidated scientists from São Paulo, Brazil, and colleagues from the target region, in academic sessions with presentations and debates on scientific results relevant to the regions and likely to stimulate research, networking, matchmaking and innovation collaboration.

This guide contains templates to be used in the organization and communication of FAPESP Weeks.

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1. Presentation about FAPESP Week: Principles and Practices

This document details FAPESP Week's purpose and organizational principles, used to introduce the event proposal and negotiate organizational responsibilities with partners.

FAPESP WEEK

PRINCIPLES AND PRACTICES

The FAPESP Week Symposia – FW have been creating opportunities and facilitating research collaboration between researchers in the state of São Paulo, Brazil and colleagues around the world. Nineteen FAPESP Weeks have been held from 2011-2019 (<http://fapesp.br/fapespweek/>). FAPESP Weeks are organised by FAPESP and partner(s) from the local country/region. Two to three FAPESP Weeks are organised per year, subject to approval by FAPESP's Board of Trustees.

Each FW brings together outstanding scientists from São Paulo Brazil, and colleagues from the target region, in academic sessions with presentations and debate about advanced scientific results relevant to the regions to stimulate research collaboration and networking, inclusion of young researchers in structured and emerging areas of research.

I. Format

Total duration of the symposium: two to three days depending on individual conference organisation. One day is comprised of technical visits by the Sao Paulo delegation to local state of the art research and innovation infrastructure/laboratories. Two days are dedicated to an open seminar with six scientific panels. Each panel should have one moderator, two speakers from Sao Paulo and two speakers from the host country/region.

Each seminar should also have institutional presentations of FAPESP and of the local partner with an overview of the science and innovation landscape of the country/region or institution. One to two roundtables should be organised in topics that can be relevant to science policy, science communications, international collaboration etc. FAPESP Weeks are usually conducted in English, without simultaneous translation.

II. Audience

The audience of FAPESP Weeks is comprised of researchers in all areas of science, research funders, representatives of scientific societies, research funding organisations, academies, companies and policymakers in the science and innovation field.

It is best practice to identify and invite representatives from institutions' International Relations departments in charge of replicating/disseminating collaboration opportunities to the university/research community.

Due to the interdisciplinary aspect of FWs, it is expected that some participants will attend only parts of the event. Expected audience is of 50-100 participants in the room at all times.

III. Organising Committee

The Organising Committee consists of:

- Scientific aspects: one representative from FAPESP, and one representative from the local partner, who will decide together the scientific content and speakers of the meeting;
- Organisation aspects: one representative from FAPESP, and one representative from the local partner, who will discuss local event logistics and details of the event's organisation.

The Organising Committee will nominate and approve session speakers, organise travel and participation and explain the outline and expectations of the event for their respective countries.

IV. Speakers

Selected speakers should be fluent in English, and able to present their science to non-experts in the field. Ideally, the speaker already has or is interested in establishing cooperation with Sao Paulo/local region/partner on his behalf but also widely on behalf of his/her research group. It is expected that they help in dissemination of the event and recognise any FAPESP financing during the event.

V. Responsibilities

i. FAPESP

- FAPESP will organise travel expenses for all speakers from the State of São Paulo;
- FAPESP will produce a website for the event, including an event logo, online program and registration form;
- FAPESP will produce an online invitation for the event, and design all other publishing materials for FAPESP Week;
- FAPESP will organise technical visits, relying on suggestions by the local hosts.

ii. Local Partner

- The Partner will be responsible for local venue organisation, such as ensuring a high quality event venue, appropriate equipment and contracting and managing local service providers;
- The Partner is responsible for providing an invitation list, and for disseminating the event.
- The local partner will print banners and other materials to be handed out;
- Suggestion and introduction to local research institutions for the technical visit.
- Eventual help with local authorities in indications of hotels, and visa applications if necessary.

VI. Budget and cost sharing

In general, FAPESP will cover all the international travel and accommodation costs of the delegation from the State of Sao Paulo, and the local partner will cover costs related to the local event organisation (usually coffee-breaks, water for the speakers and venue).

The arrangements for the cost sharing are subject to negotiation in line with FAPESP financing rules.

VII. Primary ingredients in a successful meeting:

- Meeting should be agreed at least six months to one year in advance
- invitations should be sent out at least three months in advance;
- exciting speakers able to convey their enthusiasm for their discipline to non-experts;
- informal atmosphere (breaks down disciplinary boundaries, facilitates discussions);
- sufficient time for formal (during the sessions) and informal discussions;
- the Organising Committee is responsible for the scientific content;
- Organising Committee members need to communicate well.

2. Work plan and division of responsibilities

Abbreviations

DC – Scientific Director and advisors/CADs

GC EP – Communication Management – Events Team

GC DG – Communication Management – Design Team

GC Com – Communication Management – Communication Team

GCP – Research Collaborations Management

GI – Innovation Management

Partner – host institution

Work plan proposal – to be negotiated with the parties at each FAPESP Week

Date	Activity	Responsible
	Select scientific topics and prepare an agenda	DC + Partner
	Nominate speakers - academy	DC & GCP
	Nominate speakers - companies	GI
	Approve speakers	DC & Partner
	Letters to partner institutions and embassies	President (preparação GCP)
	Invite Speakers	President (preparação GCP)
	Web site & Information	GCEP & GCDG
	Registration	online
	Local organization	Partners
	Cocktail (?) Reception / paid by FAPESP	Embassy
	Analysis of Event	DC + Partner

3. FAPESP Week agenda examples

Day 1	
8:30	Registration
09:00	Opening Ceremony (presidents of Universities, FAPESP and local dignitaries)
09:30	Keynote
10:45	Coffee Break
11:00	Scientific Session with Q & A
12:30	Lunch
14:00	Scientific Session with Q & A
13:30	Coffee Break
16:00	Facilitated Discussion
17:30	Closure and Reception
Day 2	
08:30	Round Table
09:50	Coffee Break
10:05	Scientific Session with Q & A
11:35	Breakout sessions and opportunities for match-making
13:10	Lunch
14:15	Scientific Session with Q & A
15:30	Facilitated Discussion
17:00	End of Event and Farewell

Other example

Day 1	
Opening Session 09:00 to 09:20	
•	
Keynote Speaker 1	09:20 to 09:50
Keynote Speaker 2	09:50 to 10:20
Coffee Break +	10:20 to 12:00
<ul style="list-style-type: none"> • Suggestions: Poster session on display – auditorium and a lounge room (with the posters) available for spontaneous conversations • Speed scientist • Roundtables • Split Session 	

<ul style="list-style-type: none"> • World café • Work in progress • Digital shorts/lightening talks 	
Lunch – main lobby	12:00 to 13:30
Keynote Speaker 3	13:30 to 13:50
Keynote Speaker 4	13:50 to 14:20
Coffee Break +	14:20 to 17:00
<ul style="list-style-type: none"> • Suggestions: Poster session on display – auditorium and a lounge room (with the posters) available for spontaneous conversations • Speed scientist • Roundtables • Split Session • World café • Work in progress Digital shorts/lightening talks	
End of Day 1 17:00	

Group Dinner (FAPESP, partner and Keynotes) – restaurant to be specified

Day 2:	
Opening Session (Plenary) – introduction to the breakout sessions 09:00 to 09:20	
<ul style="list-style-type: none"> • Partner Representative(s) (TBD) • FAPESP Representative(s) (TBD) • FACILITATORS (TBC) <p><u>Objectives:</u> For all Partner Centers participants and appointed members of the FAPESP’s Centers to discuss collaborations possibilities, synergies, exchange of experiences, suggestions, requests for the funding agencies, etc.</p>	
Breakout Sessions 09:20 to 12:00	
<u>BREAKOUT SESSION 1 – “LIFE” CENTERS</u>	<u>BREAKOUT SESSION 2 – “TECH + HUMAN” CENTERS</u>
<u>Chairs:</u> To be specified <u>Areas:</u> 5-minutes pitch for each Center DISCUSSIONS and activities	<u>Chairs:</u> To be specified <u>Areas:</u> 5-minutes pitch for each Center DISCUSSIONS and activities
Coffee	available in the room
Lunch	12:00 to 13:30
Breakout Sessions 13:30 to 16:00	

BREAKOUT SESSION 1 – “LIFE” CENTERS (2nd part)	BREAKOUT SESSION 2 – “TECH + HUMAN” CENTERS (2nd part)
DISCUSSIONS and activities PREPARATION OF REPORTS	DISCUSSIONS and activities PREPARATION OF REPORTS
Synthesis and Closing Remarks (Plenary) - 16:00 to 17:00	
<ul style="list-style-type: none"> • Partner Representative(s) (TBD) • FAPESP Representative(s) (TBD) • FACILITATORS (TBC) Sessions’ Reports presented by participants	
End of Day 2 17:00	

Day 3: November 29 – VISITS for the visiting delegation
 - 2 groups, 2 periods (TBD)

Stands

Stands, exposition platforms and tables should be made available for posters, meetings and exhibitions.

4. Agenda template for São Paulo delegation

Date	Agenda	Local
	Arrival	
	Opening Ceremony (Welcome Cocktail)	
	Day 1	
	Day 2 and Closing Ceremony	
	Visits	

Important Contacts

	Telefone	Email
Embassy:		
FAPESP representative:		
Local Organizer:		

5. Communications Models:

5.a. Communications: Invitation to FAPESP Week partnering Institution

Here it is a suggestion of an invitation letter.

Name
Office
Institution
Email

Dear XX

I trust this message finds you well.

The São Paulo State Research Foundation (FAPESP) hopes to host a FAPESP Week XX, in CITY, on DATES. FAPESP Week has the objective of creating new opportunities for scientific and technological cooperation between researchers from the State of Sao Paulo and the COUNTRY/REGION.

The FAPESP Week Symposium series has been creating opportunities and facilitating research collaboration between researchers in the state of São Paulo, Brazil and colleagues around the world since 2011. 19 FAPESP Weeks have been held so far (<http://fapesp.br/fapespweek/>).

Each FAPESP Week brings together scientists from São Paulo Brazil, and colleagues from the target region, in academic sessions with presentations and debate about advanced scientific results relevant to the regions and prone to stimulate research collaboration. The aim of the event is to attract other researchers to engage and use the current funding opportunities to collaborate further.

The audience of FAPESP Week XX is comprised of researchers in all areas of science, research funders, representatives of scientific societies, academies, companies and policymakers in the science and innovation field.

As such, we request your help and partnership to co-host the event. We would also request that the university indicate someone for local contact.

I look forward to the prospect of you speaking at our meeting.

Please advise me at your earliest convenience, of your agreement with this partnership.

Sincerely yours,

President
São Paulo Research Foundation - FAPESP

5.b. Communications: Invitation for speakers

Here it is a suggestion of an invitation letter.

Name
Office
Institution
Email

Subject: invitation to speak at FAPESP Week XX, DATE

Dear Prof JOHN,

I'm honoured to invite you to speak at FAPESP Week XX, to be held at the VENUE, in CITY, on DATES. São Paulo Research Foundation – FAPESP – is the research council for the State of São Paulo, in Brazil. FAPESP Week has the objective of creating new opportunities for scientific and technological cooperation between researchers from the State of Sao Paulo and the COUNTRY/REGION.

FAPESP Week XX will be hosted by the PARTNER in CITY and will cover a range of scientific themes such as *LIST THEMESE*. I would be pleased to have you present your most impactful research projects, in a 20-minute presentation in the panel that will discuss the theme "NAME PANEL", planned to be held on DATE.

I look forward to the prospect of you speaking at our meeting. Please advise me at your earliest convenience, of your availability.

Sincerely yours,

Prof
President
São Paulo Research Foundation – FAPESP

Prof. XXXXXXXXXXXXXXXXXXXXXXXX
President
Partner

5.c. Communications: Suggestions for Terms of References for Speakers

Context

The FAPESP Week Symposium series has been creating opportunities and facilitating research collaboration between researchers in the state of São Paulo, Brazil and colleagues around the world since 2011, with 19 FAPESP Weeks having been held so far (<http://fapesp.br/fapespweek/>).

Each FAPESP Week brings together scientists from São Paulo Brazil, and colleagues from the target region, in academic sessions with presentations and debate about advanced scientific results relevant to the regions and prone to stimulate research collaboration.

We look forward to hearing examples of a successful cooperation. The aim of the event is to attract other researchers to engage and use the current funding opportunities to collaborate further. If you have faced difficulties or hurdles in the bilateral cooperation, we would ways in which you have overcome them and the positive results from your research.

Audience

The audience of FAPESP Week XX is comprised of researchers in all areas of science, research funders, representatives of scientific societies, academies, companies and policymakers in the science and innovation field.

Your Presentation

You are expected to present your research area, giving reference to scientific projects by yourself and other colleagues. At the end of your presentation, the audience will know:

- a. What is state-of-the-art in the field;
- b. Challenges that have been addressed recently by your research;
- c. Future challenges.

Format:

Scientific Panels:

- 2 speakers from Sao Paulo and 2 speakers from the host country.
- 15 minute presentation each with Power Point slides (no more than 10 slides please).
- 25 minutes for Questions and Answers after presentations.

Roundtables

- 12 minute presentation each without Power Point slides
- 25 minutes for Questions and Answers after presentations.

I look forward to the prospect of you speaking at our meeting.

Please advise me at your earliest convenience, of your agreement which this partnership.

Sincerely yours,

Prof

President

São Paulo Research Foundation – FAPESP

Prof. XXXXXXXXXXXXXXXXXXXXXXX

President

Partner

5.d. Communication: Save the Date

Save the Date

[Host name] and
São Paulo Research Foundation (FAPESP)
in collaboration with
[collaborating organization, if applicable]

have the pleasure of inviting you to attend
FAPESP Week XX

x to y 20xx

Venue
City, Country

Formal invitations to follow.
For more information please visit: [site do evento](#)
or contact fapespweek@fapesp.br

5.e. Communications: Invitation to external public

Dear Researcher

The São Paulo State Research Foundation (FAPESP) will host a FAPESP Week XX, at the VENUE, in CITY, on DATES. FAPESP Week has the objective of creating new opportunities for scientific and technological cooperation between researchers from the State of Sao Paulo and the COUNTRY/REGION.

FAPESP Week XX will be hosted by the PARTNER in CITY and will cover a range of scientific themes such as *LIST THEMESE*.

We invite all those interested to register ADDRESS and participate in this event whereby the talks and Q&A sessions are open to the public.

Sincerely yours,

Prof
President
São Paulo Research Foundation – FAPESP

Prof. XXXXXXXXXXXXXXXXXXXX
President
Partner

5f. Letter to Brazilian Embassies (and Consul of Science and Technology)

Name
Office
Institution
Email

Subject: Request for Organizational Help: FAPESP Week in XXXX

Dear Ambassador/Consul

The São Paulo State Research Foundation (FAPESP) hopes to host a FAPESP Week XX, at the VENUE, in CITY, on DATES. FAPESP Week has the objective of creating new opportunities for scientific and technological cooperation between researchers from the State of Sao Paulo and the COUNTRY/REGION.

The FAPESP Week Symposium series has been creating opportunities and facilitating research collaboration between researchers in the state of São Paulo, Brazil and colleagues around the world since 2011. 19 FAPESP Weeks have been held so far (<http://fapesp.br/fapespweek/>).

Each FAPESP Week brings together scientists from São Paulo Brazil, and colleagues from the target region, in academic sessions with presentations and debate about advanced scientific results relevant to the regions and prone to stimulate research collaboration. The aim of the event is to attract other researchers to engage and use the current funding opportunities to collaborate further.

The audience of FAPESP Week XX is comprised of researchers in all areas of science, research funders, representatives of scientific societies, academies, companies and policymakers in the science and innovation field.

As such, we request your support and collaboration with contacts and eventual organizational commitments. We should clarify that this should not cause financial repercussions for the Embassy. We would also request that the Embassy indicate someone for local contact.

Sincerely yours,

Prof
President
São Paulo Research Foundation - FAPESP

5g. Letter to Foreign Embassies in Brazil (and Consul of Science and Technology)

Name
Office
Institution
Email

Subject: Request for Organizational Help: FAPESP Week in XXXX

Dear Ambassador/Consul

The São Paulo State Research Foundation (FAPESP) hopes to host a FAPESP Week XX, at the VENUE, in CITY, on DATES. FAPESP Week has the objective of creating new opportunities for scientific and technological cooperation between researchers from the State of Sao Paulo and the COUNTRY/REGION.

The FAPESP Week Symposium series has been creating opportunities and facilitating research collaboration between researchers in the state of São Paulo, Brazil and colleagues around the world since 2011. 19 FAPESP Weeks have been held so far (<http://fapesp.br/fapespweek/>).

Each FAPESP Week brings together scientists from São Paulo Brazil, and colleagues from the target region, in academic sessions with presentations and debate about advanced scientific results relevant to the regions and prone to stimulate research collaboration. The aim of the event is to attract other researchers to engage and use the current funding opportunities to collaborate further.

The audience of FAPESP Week XX is comprised of researchers in all areas of science, research funders, representatives of scientific societies, academies, companies and policymakers in the science and innovation field.

As such, we request your support and collaboration with contacts and eventual organizational commitments, as well as processing Visa requests etc. We should clarify that this should not cause financial repercussions for the Embassy. We would also request that the Embassy indicate someone for local contact.

Sincerely yours,

Prof
President
São Paulo Research Foundation - FAPESP

6. QR Code

A QR code will be generated for the vent with relevant information and contacts.



7. Registration Information

REGISTRATION FORM
PLEASE RETURN BY XXXX TO XXXX@FAPESP.BR

a. PERSONAL INFORMATION

Full name as you would like it displayed in program:	
Gender:	
Position:	
Department:	
Institution:	
Address:	
Postcode:	
Telephone Number:	
Email:	
Website:	
Nationality:	
Field of expertise (eg geosciences, physics, chemistry)	
Please insert a digital photograph of yourself in the right-hand box, or attach via email.	

b. STATEMENT OF CURRENT AND/OR PLANNED RESEARCH ACTIVITIES AND INTERESTS

Please provide below a brief **summary of your research interests** (approx. 75 words) including brief biographical information and describing your current and/or planned research activities, or alternatively send via email to **xxxxxxxxxx**.

Please write about yourself in the third person, ie “Professor Jones is an expert on...” etc

c. QUESTIONS FOR SPEAKERS ONLY

Title of your talk	
Please provide a short summary of your talk. This should be a review-like abstract of approximately 250 words, avoiding or explaining all jargon, including a list of further references and/or web addresses for further reading (please send on separate sheet if necessary)	
Do you have any special audio-visual requirements? (laptop and projector will be provided)	

d. QUESTIONS FOR POSTER PRESENTERS ONLY

Title of your poster	
Please provide a short summary of your poster. This should be a review-like abstract of approximately 250 words, avoiding or explaining all jargon, including a list of further references and/or web addresses for further reading (please send on separate sheet if necessary)	
Please bring your poster 0,90mx 0,90m	

8. Payment

Payment for FAPESP is linked to a researcher in São Paulo who submits a proposal on FAPESP’s SAGE platform (www.fapesp.br/sage) and should follow the instructions on <https://fapesp.br/auxilios/organizacao>; 1.1) Tipos de Reunião; b) Reunião científica de interesse para o desenvolvimento científico e tecnológico do estado de São Paulo, realizada em outros estados do país.

9. Good Practices

- **Audience:** due to the program's interdisciplinary nature, FAPESP Week's biggest challenge is to have a high-quality audience throughout the event. At the same time, the responsibility of identifying and calling the public is the responsibility of the partner. In this case, the best strategy is to identify more than one local partner and have institutional involvement from funding agencies, scientific societies and/or university associations/networks, that is, partners with a wide, varied and diverse public.
- **Opportunity for collaborative research:** FAPESP Week organized in a country where there is no agreement with the local agency, scheduled calls or specific funding opportunities is unlikely to have good results or results. Linking FAPESP Week to a broad call that will be launched guarantees public and interest.
- **Foreign consulates:** Foreign governments with representation in Brazil can help build networks and contacts or publicize the event.
- **Brazil's Ministry of Foreign Affairs (Itamaraty) – partnership:** Science and innovation attachés from local consulates can be a resource to identify local partners. Involve an Ambassador at the opening of the event (local authority).
- **Brazil's Ministry of Foreign Affairs (Itamaraty) – cocktail party:** Consulates and Embassies may be interested in getting involved in the event, but they rarely have their own resources. Cocktail parties in these settings are generally covered by FAPESP, including payment of local employees who work overtime for the event. **FAPESP cannot pay for alcoholic beverages.**
- **Delegation from São Paulo:** Speakers must be informed that their presence is requested throughout the event, even in panels or technical visits that are not in their scientific area. Participation is important for the event and for the accountability of the per diems.
- **Delegation from São Paulo:** in addition to researchers, we would like to include representatives from the international offices of São Paulo universities / research institutes in the FAPESP Week entourage, so that they can represent their universities institutionally and build bilateral partnerships.
- **Payments abroad:** to facilitate payment procedures, ideally, FAPESP's contribution to expenses abroad (bus rental, coffee-breaks, cocktails, room rental, etc.) should be carried out by a partner, that is, that the services be contracted by a partner through transfer from FAPESP to “costs of organizing a scientific event”. **FAPESP cannot pay for alcoholic beverages.**
- **Tickets and per diems:** as of May/23, the administration in FAPESP began to interpret Ordinance PR94/2022 (<https://fapesp.br/15786/portaria-pr-no-94>) and other items in PR35/2020 (<https://fapesp.br/14018/portaria-pr-no-35-texto-compilado>) in such that it cannot buy tickets and per diems for researchers abroad. Check which speakers can have their ticket and per diem covered by FAPESP, and which must be through the project.
- **Visa:** Visas are the responsibility of each individual traveller. FAPESP will help wherever possible.