



13th Annual

# World Congress on Industrial Biotechnology

Save the Date!

April 17-20, 2016

San Diego Convention Center



## Call for Proposals Submission Guide

**Call for Proposals Open:** September 17, 2015

**Deadline:** November 11, 2015 @ 5:00 PM ET (Panels, Speakers, GreenTech Investor Sessions)

February 29, 2016 @ 5:00 PM ET (Posters)

For the latest information on World Congress' Call for Proposals, visit  
[www.bio.org/worldcongress](http://www.bio.org/worldcongress)

# Thinking About Submitting?

The **2016 BIO World Congress Call for Proposals** opens on September 17. 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 if selected.

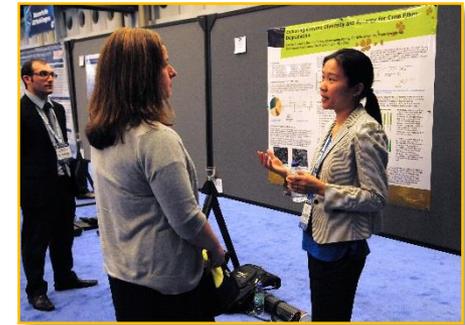
**Science and innovation** is the core of what we do – we want voices and viewpoints that are fresh. Please remember that your submission is one of hundreds that will be read by BIO staff and the 2016 BIO World Congress Program Committee. With such a large number of proposed sessions, those with incomplete, unclear or inaccurate details are less likely to be accepted.

**Please refrain** from writing 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 attendees to walk away with post-event. 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:

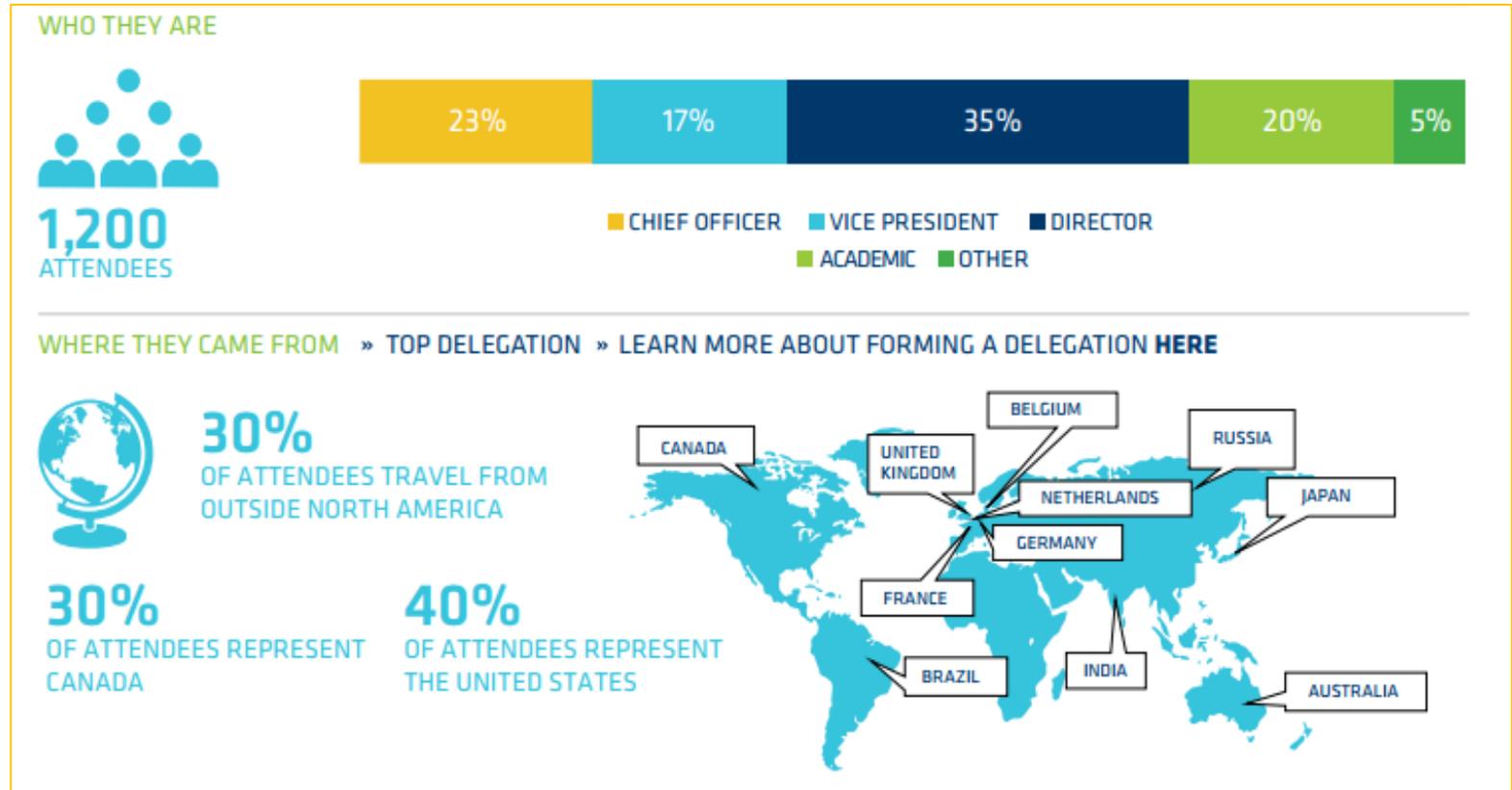
- Panel Session Submissions
- Speaker Submissions
- Poster Submissions
- GreenTech Investor Session Submissions

**Further details** and requirements for each submission type are located in the guide. Please read each requirement carefully and if you have any questions at anytime, email [worldcongress@bio.org](mailto:worldcongress@bio.org).



# Who is BIO's audience?

**BIO World Congress Attendee Profile:** WC 2015 attendees consisted of 1,200 industry leaders from 50 countries and numerous states, as well as the District of Columbia. Sixty percent of World Congress attendee's resided outside the United States.



# Submission Tracks & Categories

**BIO World Congress Submitters** have the option to submit panels, speakers, and posters in eight different program tracks, which are shown below. Please note further details and requirements for each submission type are located on pages 4-7.

## WC 2016 Submission Tracks

**Advanced Biofuels and Biorefinery Platforms Track** focuses on the technology of advanced biofuels and biorefinery platforms from the laboratory to commercialization and examines the challenges and opportunities developing these technologies.

**Algae, Biomass Supply and Specialty Crops Track** looks at the full supply chain of biomass feedstocks and how to develop feedstocks to meet the world's biofuels and bioproducts needs.

**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 Materials Track** spotlights innovative processes to renewable chemicals, bioplastics and biobased materials. Perspectives from manufacturers and brand owners in the commercialization of industrial renewable chemicals in the production of biobased products will be provided.

**Research Presentations Track** focuses on cutting-edge academic research with emphasis on investigation into the study of feedstocks, advanced biofuels, renewable chemicals and biobased materials, and their processes.

**Specialty Chemicals, Food & Nutritional Ingredients 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 Genomics Research Track** emphasizes the recent technological advancements in synthetic biology and genomics research targeting products produced for everyday applications.

**Technical Presentations Track** showcases presentations from industrial biotechnology companies, service providers, engineering firms, and strategics.

## WC 2016 Submission Categories

**Panel Session Submissions** consist of a small group in which individual members 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:** 90 minutes  
**Maximum Panelists Required:** 5  
**Submission Deadline:** 11/11/15

**Poster Submissions** showcases novel research information presented by an individual researcher or company representative.

**Maximum Presenter Required:** 1  
**Submission Deadline:** 02/29/16

**Speaker Submissions** consist of individual presentations that will be placed on a panel with other speakers discussing similar topics.

**Time Slot:** 15 minutes  
**Maximum Speakers Required:** 1  
**Submission Deadline:** 11/11/15

**GreenTech Investor Session Submissions** consist of 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:** 11/11/15

# Panel Session Requirements

**Panel Sessions** consist of a small group in which individual members 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. Proposals must be submitted by **November 11, 2015** and should adhere to the following requirements:

- **Abstract Description:** Make sure your abstract is listed as you would like it to be published on the World Congress website (if selected), including correct grammar, capitalization, and punctuation. While a catchy session 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.
- **2016 Breakout Program Tracks:** Choose the track that best describes your proposed Breakout Program Panel Session which are located on page 4.
- **Presentation Length:** Approved Breakout Program Panel submitters will receive a 90 minute time slot on the final program. About 15 minutes maximum for each speaker.
- **Moderator Requirements:** Moderator role may be chosen from among the speakers submitted or a 5<sup>th</sup> individual may serve as a moderator. If the moderator is also serving as a speaker add the person as both moderator and speaker on your submission form. BIO only allows a maximum of 5 panelist (1 moderator, 4 presenters) per session.
- **Complete Submissions:** Only complete panel submissions with confirmed speakers will be considered. Must have confirmed 1 moderator and 4 speakers to submit.
- **Registration Requirement:** All Moderators and Speakers are required to pay and register for World Congress in order to present their proposed session. Discounted rates will be available for all Speakers and Moderators in January 2016. Last year's registration rates for speakers began at \$495. 2016 rates are not yet confirmed.



**Note:** WC 2016 Program Committee reserves the right to make recommendations and requirements for revisions of content and or/speakers within proposals prior to acceptance.

# Speaker Submission Requirements

## Submit an Individual Presentation!

**Speaker Submissions** consist of individual presentations that will be placed on a panel with other speakers discussing similar topics. Proposals must be submitted by **November 11, 2015** and should adhere to the following requirements:

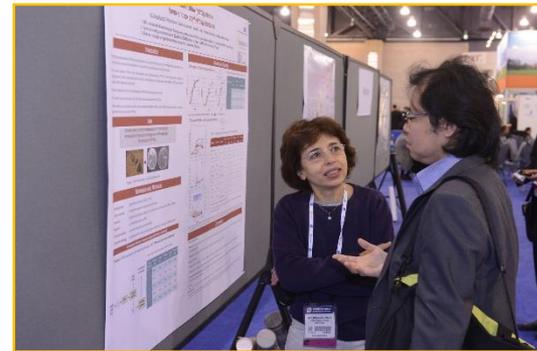
- **Abstract Description:** Make sure your abstract is listed as you would like it to be published on the World Congress website (if selected), including correct grammar, capitalization, and punctuation. While a catchy session title can attract the attention of World Congress attendees, the proposal itself should be clear and complete in order to be favorably view by the Program Committee.
- **2016 Breakout Program Tracks:** Choose the track that best describes your proposed Breakout Program Speaker Submission which are located on page 4.
- **Speaker Requirements:** Submit only one speaker name and if selected, your individual presentation will be placed on a panel with other speakers of similar topics.
- **Presentation Length:** Approved Breakout Program Speaker Submitters will receive a 15 minute speaking slot on a session panel with similar topics.
- **Complete Submissions:** Only complete proposals with a confirmed speaker will be considered.
- **Registration Requirement:** Speakers are required to pay and register for World Congress at the presenter rate in order to present. Discounted rates will be available for all Speakers and Moderators in January 2016. Last year's registration rates for speakers began at \$495. 2016 rates are not yet confirmed.

**Note:** WC 2016 Program Committee will review abstracts and assemble selected speaker submissions to appropriate panels.

## Showcase Your Research!

**Poster Submissions** showcases novel research information presented by an individual researcher or company representative. Proposals must be submitted by **February 29, 2016** and should adhere to the following requirements:

- **Abstract Description:** Make sure your abstract is listed as you would like it to be published on the World Congress website (if selected), including correct grammar, capitalization, and punctuation. While a catchy session title can attract the attention of World Congress attendees, the proposal itself should be clear and complete in order to be favorably view by the Program Committee.
- **2016 Breakout Program Tracks:** Choose the track that best describes your proposed Poster Submission which are located on page 4.
- **Poster Presenter Requirements:** Individuals are limited to submitting/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 poster presenter rate in order to present their proposed session. Discounted rates will be available for all Poster Presenters in January 2016. Last year's registration rates for presenters began at \$395.



# GreenTech Investor Session 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 must be submitted by **November 11, 2015** and 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:** Submit only one presenter; usually the company CEO or C-Level Executive.
- **Registration Requirement:** Speakers must pay the GreenTech Investor Session presentation fee, which includes the speakers registration to the World Congress.
- **Selection Process:** Presentation slots are very limited and will be allocated through an investor advisory board selection process.



# How do I Submit a Proposal?

**Submissions** must be submitted through BIO's Call for Proposals Submission Site, available at [www.bio.org/worldcongress](http://www.bio.org/worldcongress). Step-by-step instructions detailing how to navigate the Call for Proposals online submission site are listed below.

## Step 1- Login to Submission Site

If this is your first time entering the Call for Proposals Submission Site, you will need to create a login by clicking on the **Create An Account** button. Past submitters may bypass this step and enter in their username and password.

## Step 2 – Click on Session Proposal Application Hyperlink

After logging in, to begin your proposal click on the hyperlink that applies to the type of submission you would like to submit, under the **Submit Proposals** header.

## Step 3- Complete Proposal Form

Proposals should have all components completed and adhere to the total length requirements. Your abstract or description should be no more than 2,000 characters, including spaces.

## Step 4 – Click Save and Continue

After filling out all the fields in the proposal form, you must click the **Save and Continue** button. An error message will pop-up if you are missing any required fields.

## Step 5 – Upload Speaker Details

To add a Participant(s), click on the **Add a Participant** button. See submission requirements on pages 4-7 to ensure that you have all the required information available before you submit your proposal. If your participant was added successfully, their name will appear at the top of the screen.

## Step 6 – Review Proposal & Submit

Please review your final proposal before submitting. Make any changes by clicking on the **Edit** link in the appropriate section. When you are ready to submit your proposal, click the **Submit Proposal** button. Note: You can make edits to your proposal any time before **November 11, 2015 at 5:00 PM EDT** by clicking on your proposal title on the home page of the Call for Proposals Submission Site.

**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/](http://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 and pay a discounted rate. BIO does not provide speaker honoraria or reimbursement for travel or expenses.

**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. Yes, simply click on your proposal title on the home page of the Call for Proposals Submission Site and make as many edits as you would like. No edits will be permitted after the submission deadline for Panel, Speaker, and GreenTech Investor Session submissions, November 11, 2015 at 5:00 p.m. (EDT).

**Q. When will BIO make decisions and notify me?**

A. You will be notified of your submission status via email by the end of January 2016.

**Q. Can the deadline be extended?**

A. Unfortunately, the deadline cannot be extended for Panel, Speaker, and GreenTech Investor Session submissions. November 11, 2015 at 5:00 p.m. (EDT) is the beginning of an extensive review process so that the newest and best data can 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 4 speakers and 1 moderator per breakout session. If you are submitting a panel please submit 1 moderator and 4 speakers. If you are submitting a speaker and are accepted, our program managers will combine your proposal with 1 moderator and 3 other speakers.

**Q. Should I contact the proposed speaker in advance of submitting the name?**

A. Yes. If you are submitting a panel or an individual speaker, please confirm with your proposed speakers that they are willing to participate and are aware of the dates and registration fees.

**Q. Will any changes be made to my proposal?**

A. BIO reserves the right to make recommendations and requirements for revisions of content and/or speakers within proposals prior to acceptance.

# BIO Disclaimer

Once a speaker/panel/abstract 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 an abstract, 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.

