Local Behavioral Medicine Meetups Request for Proposals

Spring 2023 Call for Applications

SOCIETY OF BEHAVIORAL MEDICINE

Applications must be submitted [via our official online form](#), by no later than Wednesday, June 7, 2023. You will be asked to fill in the following:

1. **STATEMENT OF INTEREST: Must describe the local context in terms of its potential for this event. Why does the applicant wish to hold this event? What impact do they think it is likely to have on the local behavioral medicine community? What data do they have to support the expectation that a minimum of 20 people will attend? [Verify that the SBM Annual Meeting will not be taking place in this city within the next 2 years and has not taken place there in the past 2 years.](#)** SBM staff can provide local membership statistics.

2. **PLANNING GROUP: Must include at least one local host. Ideally an SBM fellow or senior member will be named. At least 2 co-hosts preferred. Representation from multiple institutions strongly recommended.** The working group has created materials to help individuals decide if they are interested in serving in this role:
   - [1-Pager](#)
   - [How-To Guide](#)

3. **VENUE: Must include at least 1 proposed venue. Must be ADA-compliant. Up to 3 proposed venues preferred, with one option being institutional space that is available at no cost.** Contracting will be carried out by SBM staff.

4. **TARGET DATE: Must verify that the proposed date has been checked against competing events in the academic calendar.**
   - Ideal timing is in the fall (September, October, November).

5. **COMMUNICATIONS PLAN: Must describe a process for getting the word out locally. Preferred to have list of channels of message dissemination. Efforts to include outreach efforts to institutions and participants representing diverse backgrounds will be viewed favorably.**
   Note that SBM staff will:
   - Create promotional emails, outreach templates, flyer, and social media posts for use by local host.
   - Email members, prospective members, annual meeting attendees, etc. who live/work in the local area, encouraging them to attend and to share with others (especially students).
   - Post on social media about the event.

6. **DRAFT AGENDA: Must use the template provided, but may reduce the number of components. Must include networking components. Preferred to describe at least 1 idea for professional development component.**

7. **LOCAL TAILORING: Must describe an element that will reflect the local context. Can be small (e.g., D.C. ordered cupcakes from a local popular bakery) or reflected in choice of venue (e.g., Denver held the event in a local pub).**

Contact SBM Meetings Coordinator Larissa Mickelson with any questions: lmickelson@sbm.org