

Applying to Host a Global Symposium on Ketogenic Therapies

Hosting the Global Symposium on Ketogenic Therapies is a prestigious opportunity to bring together leading experts, researchers, clinicians, and practitioners in the field of ketogenic therapies. To ensure a successful application, please follow the detailed guidance below:

Application Process

Full Proposal Submission

- **Deadline:** Upon acceptance of EOI, full proposals must be submitted by 01 August 2025.
- **Content Requirements:** Proposals should include detailed information as outlined in the sections below.
- **Submission:** Full proposals should be sent to INKS Executive Committee via email to globalketo@neuroketo.org

Proposal Content Requirements

1. Institution/Organisation Overview

- **Background:** Provide a brief history and mission statement.
- **Experience:** Highlight previous events hosted, particularly those related to ketogenic therapies or similar medical/scientific conferences.
- **Facilities:** Describe the facilities available for the symposium, including conference rooms, breakout areas, and accommodation options. This may include a conference centre or a hotel that could be used to host the meeting.

2. Event Plan

- **Dates:** Propose potential dates for the symposium, keeping in mind the availability of key stakeholders and avoiding major holidays.
- **Venue:** Detailed description of the proposed venue, including capacity, location, accessibility, and technical capabilities, as well as availability of additional breakout rooms for satellite meetings, speakers' room etc.
- **Agenda:** Outline a preliminary agenda, including key topics, potential speakers, and types of sessions (e.g., plenaries, workshops, poster sessions).

3. Budget and Funding

- **Budget:** Provide a detailed budget, including estimates for venue costs, catering, speaker fees, travel, marketing, and other relevant expenses.

- Funding Plan: Outline potential sources of funding, including sponsorships, grants, and registration fees. This should include a statement of cashflows setting out the timing of sponsorship and other income and major expenditure

- Financial Management: Describe your plan for financial management and accountability including a plan to cover the liability if the conference makes a loss.

4. Local Support and Engagement

- Local Partners: Identify local partners, such as universities, medical institutions, and relevant organizations, and describe their potential roles.

- Community Engagement: Outline plans to engage the local community, including patient groups, healthcare providers, and media.

5. Marketing and Promotion

- Strategy: Provide a marketing and promotion strategy to attract participants, including use of social media, email campaigns, and collaborations with relevant organizations.

- Materials: Mention any marketing materials you plan to create, such as brochures, websites, and advertisements.

6. Logistics and Operations

- Accommodations: Detail the available accommodation options for attendees, including proximity to the venue and price ranges.

- Transport: Describe transportation options for attendees, including airport transfers, local transit, and parking facilities.

- Technical Support: Outline the technical support available for the event, such as AV equipment, internet access, and on-site technical staff.

7. Evaluation and Reporting

- Feedback Mechanism: Describe how you plan to collect feedback from attendees and stakeholders during and after the event.

- Reporting: Outline your plan for reporting on the outcomes of the symposium, including participant numbers, feedback, and financial summary.

Additional Tips

- Innovation: Highlight any innovative approaches or unique aspects you plan to incorporate into the symposium.

- Inclusivity: Ensure your proposal includes plans for making the event accessible and inclusive for all potential attendees.
- Sustainability: Describe any measures you will take to make the event environmentally sustainable.

Contact Information

For any questions or further information regarding the application process, please contact:

- Name: Executive Committee
- Email: globalketo@neuroketo.org
- Phone: 00441342836571

We look forward to receiving your application and appreciate your interest in hosting the Global Symposium on Ketogenic Therapies.

How to apply to host a Global Symposium

March 2025, review date March 2027

