



SATELLITE EVENT INFORMATION

Living Machines is holding its 9th conference in Freiburg, Germany on the 28-31 July 2020.

This international conference is targeted at the intersection of research on novel life-like technologies inspired by the scientific investigation of biological systems—biomimetics, and research that seeks to interface biological and artificial systems to create biohybrid systems. We seek to highlight the most exciting international research in both of these fields united by the theme of “Living Machines”.

We are organizing a one-day satellite event, such as workshops, symposia or tutorials, to be held on **28th of July** immediately before to the start of the main conference.

Proposals for satellite events are invited on any theme (biomimetic, biohybrid or both) related to the main conference. Proposals will be reviewed for

- (i) relevance to the themes of the conference,
- (ii) scientific and/or technical quality,
- (iii) timeliness and/or novelty, and
- (iv) our evaluation of the financial risk relating to the event (i.e. costs in relation to expected registrations).

Proposals should be **submitted using the included proforma by March 30th, 2020** at the latest. Please submit sooner if possible. Confirmation of accepted proposals will be provided on a case-by-case basis and by mid-April at the latest.

We look forward to receiving your proposal for a LM2020 satellite event.

LM2020 Workshops Chair

Falk J. Esser

Plant Biomechanics Group Freiburg, Botanical Garden University Freiburg
falk.esser@biologie.uni-freiburg.de

Conference Website

<http://livingmachinesconference.eu/2020/workshops-lm2020/>

LM2020 Satellite Event Proposal Form

n.b. in the following *= delete as appropriate. Proposal for a Living Machines 2020 Satellite Event

1. **Title:** (max 100 chars)
2. **Organiser(s):** please give title, name, institution, email address and home-page
2. **Duration:** Full-day/half-day/two days/other (please specify)*
3. **Abstract:** max 250 words
4. **Why do you consider LM2020 to be a good venue to host this event?** max 200 words
5. **How will you solicit and evaluate contributions to the event?** e.g. by invitation, call for participation. If by invitation please give a draft program and list any speakers/talk titles that have already been agreed
6. **Participants** : This event is intended to be open to all/for invited participants only* Number of already committed participants: (please specify 0 unless you have already obtained clear undertakings from specific people to attend the event)

Maximum participants: Please specify only if you wish to put a ceiling on the number of people who can attend
7. **Additional facilities/equipment:** Please specify if the event requires anything more than a seminar room with a projector and screen
8. **Additional costs:** Please specify if the event has any expected costs beyond those of providing a meeting space, projection equipment, coffee/tea/midday meal (in case of all day event), and promotion via LM2020 advertising
9. **Biographical information about the organizers:** Please give further information about the organizers that might be pertinent to making a decision about the proposal, max. 200 words per person. Note that if you have provided a web-page address above then a reference to that could be sufficient.
10. **Additional information:** Please provide any additional information about the planned event that you believe could be useful to the LM2020 organizers.

Note on costs.

Organiser travel/accommodation and registration for the main meeting are permissible expenses that can be set against the event costs, subject to the that,

the event must generate funds in excess of its total other costs which include those relating to meeting rooms/equipment, tea/coffee/lunches, promotion costs. Events will be priced so as to cover the expected costs, including organiser costs. Although we expect to charge a rate of around 50-100 Euros per person for a full-day event. For events with high organiser costs a larger number of participants is generally expected rather than a higher registration fee. If you propose an event that includes substantial additional costs please indicate why you expect to receive sufficient registrations to cover these.

Please note that additional costs should ordinarily be paid in advance by the organisers, that receipts must be provided, and that LM2020 will not refund additional costs in excess of the net funds raised by the event. In the case that an event does not receive sufficient registrations to be cost effective the LM2020 organisers reserve the right to cancel it (and refund registrations). We are happy to discuss with potential organisers how best to plan for a successful workshop and to consider sensible proposals for mitigating financial risks.

Please email your completed proforma to:

Falk J. Esser

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Botanical Garden University Freiburg
falk.esser@biologie.uni-freiburg.de