

## **Guest Speaker Invitation Support Program** (from outside Quebec or regular CMDO members)

Created in April 2012 by the Fonds de Recherche du Québec – secteur Santé (FRQ), the mission of the **CardioMetabolic Health, Diabetes and Obesity Research Network** is to pursue the development of research into metabolic and cardiovascular health, diabetes and obesity, and to transfer and mobilize knowledge to promote sustainable health among Quebecers.

The network is launching its **Guest Speaker Invitation Support Program for the year 2025 – 2026** (two annual competitions). The program invites researchers who are regular members of the network to seek financial support so as to invite speakers from outside Quebec or a regular member of the CMDO Network in a context of a Quebec-based scientific event which they are organising and that is related to cardiometabolic health, diabetes and obesity. The eligibility criteria and evaluation procedures are described below. Events demonstrating excellent scientific quality, major outreach opportunities and a structuring effect on research within the network will be funded up to \$1,000 per speaker from outside Quebec, or up to \$500 per speaker who is a regular member of the CMDO (maximum of 2 speakers per event).

Scientific events for which award(s) will be granted will have to take place within the period specified for each competition.

### **Deadlines for applications are the following:**

- 1) **February 10 of each year**, for scientific events taking place in the following months from **April to October**.
- 2) **September 10 of each year**, for scientific events taking place in the following months from **November to March**.

Women, Aboriginal people, visible minorities, ethnic minorities, people with disabilities and people from the 2SLGBTQIA+ community are encouraged to apply for funding. For evaluation purposes, we strive to recruit a diverse committee that reflects the profiles of the applicants and ensure an evaluation process that takes into account the particular situations of the applicants, including atypical trajectories.

Applications that are late, incomplete or that do not meet the eligibility criteria will not be evaluated.

### **Eligibility criteria:**

1. The application must be headed by a researcher who is a regular member of the network.
2. The guest speaker (for which the grant is requested) must have research activities that are related to the research theme of the CMDO network.

3. The guest speaker support grants must be used in the context of a standard Scientific Event/Congress/Symposium (e.g. with guest speakers, presentations by researchers/students, poster session, etc.).
4. Departmental conferences are not eligible (e.g. a one-hour lecture by a researcher invited by a department, followed by a tour of the research center).

### **How to apply to request guest speaker support for a scientific event:**

The researcher in charge of the scientific event (who is a regular member of the network) can apply by completing an online application form available on the network's website (see below):

1. The name of the scientific event, location and when it will take place;
2. A brief description of the nature of the event and its target audience;
3. The approximate number of participants expected;
4. The number of grants requested (maximum of 2 per scientific event);
5. The name(s) of the guest speaker(s), their affiliations, and a brief description of their expertise and scientific notoriety/outreach;
6. A detailed budget description;
  - up to \$500 to invite a regular CMDO member;
  - up to \$1,000 to invite a speaker from outside Quebec;
7. Are there one or more students and patient-partners on your organizing committee?
8. A justification of the relevance of the scientific event to the network's missions (i.e. why should the network support the scientific event);
9. Describe the EDI vision of your activity.

### **Evaluation of applications:**

All applications (i.e. Quebec scientific events) are evaluated by a Scientific Committee. Any member with a conflict of interest is excluded from the final decision. If necessary, an external committee may be formed to carry out the evaluation. In the event of a large number of applications, priority will be given to inviting speakers from outside Quebec. The results of the competition will be announced in the weeks following the application deadline and before the fixed period of the activity.

### **Terms of delivery, visibility and administration:**

The amount granted will be sent to the institution or organization sponsoring the event. The support of the CMDO Network must be mentioned in the event program. The network will also post the list of sponsored events on its website.

***You can now publicize your scientific event on our website by [clicking HERE](#).***

Any request for additional information may be sent to the Research Network on CardioMetabolic health, Diabetes and Obesity (CMDO), Université Laval, École de Nutrition, email: [info@rrcmdo.ca](mailto:info@rrcmdo.ca).

***Description of the online application form (see following page)***

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**[THE APPLICATION FORM MUST BE COMPLETED ONLINE, CLICK HERE](#)**

### **WARNING :**

- To save your application to complete it later, you must click the *Resume later* icon (a username will be requested and a password), and then quit by closing the program.
- If you have saved your application and click on *Exit and Clear Survey*, all saved data will be erased.

**Name of the person in charge of the application (CMDO regular member):** *max. 100 characters*

**Email address of the person in charge:** *max. 100 characters*

**Affiliation of the person in charge:** *max. 120 characters*

**Name of the scientific event:** *max. 250 characters*

**Location of the event:** *max. 250 characters*

**Date(s) of the event (e.g. December 15-17, 2013):** *max. 50 characters*

**Brief description of the nature of the event:** *max. 1250 characters*

**Target audience:** *max. 256 characters*

**An approximate number of participants expected:** *max. 100 characters*

**Description of the type of presentations (oral, posters) and number of presentations (guest speakers, researchers, students, by category and total):** *max. 300 characters*

**The academic levels of participants:** *Choose one or more responses from the following: MSc, PhD, resident (s), postdoctoral fellow or other*

**Are there one or more students on your organizing committee?** *If yes, how many and please name at least one? max. 300 characters*

**Are there one or more patient-partners on your organizing committee?** *If yes, how many and please name at least one? max. 300 characters*

**A justification of the relevance of the scientific event to the network's mission (i.e. why should the network support the scientific event):** *max. 1250 characters*

**The number of grants requested (maximum of 2 per event):** *Choose 1 or 2.*

**Name(s) of the guest speaker(s):** *max. 70 characters*

**Affiliations:** *max. 120 characters*

**A brief description of the guest speaker(s) expertise and scientific notoriety/outreach:** *max. 1250 characters*

**Title of the lecture:** *max. 300 characters*

**Detailed description of budget for each speaker (Use of \$500 (CMDO member) or \$1,000 (speaker from outside Quebec)):** *max. 250 characters*

### **FINANCIAL INFORMATION:**

**In the event that your project is funded, please provide us with the mailing address and contact details of the person responsible for financial transfers (e.g. administrative technician):**

- Name; *max. 120 characters including spaces*
- Email; *max. 120 characters including spaces*
- Phone number; *max. 120 characters including spaces*
- Postal address; *max. 250 characters including spaces*

**3. EQUITY/DIVERSITY/INCLUSION VISION:** What are you doing/planning to do to ensure fair and inclusive treatment of those involved in the activity? Demonstrate efforts made or planned to be more inclusive and equitable in the work environment and/or participants.

*max. 2800 characters including spaces*

### **4. SELF-IDENTIFICATION (To be completed by the Principal Applicant only)**

As with tri-council agency, the purpose of the self-identification form is to collect information so our network can monitor the equity performance of our programs and design new measures to achieve greater equity, diversity and inclusion in our research endeavours

**Membership Type** (one choice only):

- ☐ Regular Member.
- ☐ Student, postdoctoral fellow or resident member
- ☐ Other

**If Regular member: Position as a researcher:** What is the start date of the first career position as a researcher in a research center (e.g. Researcher since December 2018 at INAF)?

**Research areas** (multiple choices possible):

- ☐ Basic Science/Preclinical
- ☐ Clinical
- ☐ Health care organization/health system
- ☐ Population-based

**Gender** (one choice only):

- ☐ Female
- ☐ Male
- ☐ Trans woman
- ☐ Trans man
- ☐ Two-spirited person
- ☐ Gender fluid
- ☐ Non-binary
- ☐ Other
- ☐ I don't identify with any of these options
- ☐ I prefer not to answer.

**Aboriginal People:** Aboriginal people in Canada is a generic term used to refer to Inuit, Métis or First Nations people who live within the boundaries of the territory now known as Canada. We encourage all persons belonging to these nations and communities to indicate their affiliation below.

**I belong to one of the following Aboriginal peoples of Canada** (one choice only):

- ☐ First Nations or First Peoples
- ☐ Métis
- ☐ Inuit
- ☐ No
- ☐ I prefer not to answer

### Minority affiliation

**I belong to the following ethnocultural or racialized community** (You may choose the option that best describes your ethnic or regional origin or choose more than one if you consider yourself to be of mixed origin):

- ☐ Canadian Aboriginal Community (First Nations, Métis or Inuit)
- ☐ White community or community of European descent
- ☐ Central Asian or North Asian community
- ☐ Afro-descendant (or Black) community
- ☐ Latin American community
- ☐ Middle Eastern or North African community
- ☐ South Asian community
- ☐ Southeast Asian community
- ☐ East Asian community
- ☐ Aboriginal community outside of Canada
- ☐ None of the above
- ☐ I prefer not to answer

If you selected "*None of the above*" for the previous question:

***Specifically, I prefer to identify myself using the following terms***

*max. 500 characters including spaces*

### Native Language

**The native language I learned and still understand is** (please select all that apply)

- ☐ French
- ☐ English
- ☐ Other(s)
- ☐ I prefer not to answer

If you selected "*Other(s)*" for the previous question:

***You may indicate your native language here:***

*max. 200 characters including spaces*

### Commonly used language

**The language I most commonly use at home is** (please select all that apply)

- ☐ French
- ☐ English
- ☐ Other(s)
- ☐ I prefer not to answer

If you selected "*Other(s)*" for the previous question:

***You may indicate your commonly used language here:***

*max. 200 characters including spaces*

***Comments or questions about the self-identification questionnaire***

*max. 1000 characters including spaces*