WHAT AND HOW TO PREPARE FOR THE BEESON MEETING
November 16 – 19, 2022
Loews Coronado Bay Resort, San Diego, CA

The success of the meeting highly depends on your active participation, below you will find the list of activities. You must sign up by Thursday, October 6.

**Deadlines:**

- Slides for the Datablitz: **Monday, November 1**
- Consultancy Questions and Aims Pages: **Monday, November 1**
- Poster Abstract: **Monday, November 1**

Send all to hattie@afar.org.

**DESCRIPTIONS OF ACTIVITIES**

‘Office Hours’ (optional)
Office Hours connects early career clinician-scientists (GEMSSTARs and travel awardees) with Beeson scholars (current or alumni) for 30-minute one-on-one, confidential conversations about career development in aging research. To be held Thursday, November 17, 7:30 – 8:00 am.

**Data Blitz!**

This is the academic equivalent of speed dating – a fast-track vehicle to understand research and has led to collaborations and other networking opportunities with other Scholars. Each session involves a research theme and 7-8 presenters (current Scholars and travel awardees only). This a chance to share a snapshot of your research with an audience of peers and learn about what other Scholars are working on. You may choose to focus on one project or give a broad overview of what you are currently working on, although it works best to present something concrete that stimulates discussion. There will be time for questions after each presentation.

We are limiting you to 7 slides (no more) and 5 minutes for your presentation. We suggest the following format:

- Title Slide: Include who you are, where you work, and a general theme of your research (1 slide)
- Background slide: summarize the goal of your research in 1 sentence using lay language (< 12th grade level). (1 slide)
- Methods: Approaches used in your research. Highlight what you think is novel and exciting (2-3 slides)
- Results: Interesting findings of your research (1-2 slides)

To be held Thursday, November 17, 3:15 – 5:00 pm. We require that you send your slides to us in advance – no later than **Monday, November 1**.

**Poster Guidelines (optional):**

Boards are 4’ high and 6’ wide, push pins will be available at the meeting.
A few thoughts on developing your poster:

- To make the poster maximally relevant, make sure to cover “the bigger picture” of your research: What are the scientific, clinical, policy and other implications of your research for the care, treatment and research around age-related diseases and disorders?

- Think about your audience for this meeting. Remember this is an interdisciplinary group. Check your language and jargon to make sure your presentation is as accessible as possible to those outside your discipline. Also, what is most relevant about your research for this group? How can you feature that part of the work through the design and structure of the poster?

- Bring small printouts of your poster (8 ½” x 11”) and have them available at your poster. These can encourage collaboration and follow on. If there are highly technical parts of the research that may not fit onto your poster, you might consider creating handouts for those as well.

- Some useful web resources to review include:
  - PosterBuzz (www.posterbuzz.com), a site developed by John Beilenson of SCP (www.aboutscp.com)
  - “How to Design an Award-Winning Conference Poster” (http://blogs.lse.ac.uk/impactofsocialsciences/2018/05/11/how-to-design-an-award-winning-conference-poster/), a thorough and thoughtful article by Tullio Rossi, PhD, from the University of Adelaide
  - https://youtu.be/SYk29tnxA5s - a 20 minute video cartoon suggesting a new, simplified poster to improve the poster presenter and attendee experience

Please submit your one-page abstract via e-mail to hattie@afar.org no later than Monday, November 1. The abstract should be one page only with one-inch margins. Following the abstract title, list presenting author’s name first, followed by co-author(s) name(s). Indicate the presenter’s name and address of the institution where the work was conducted and include key words. The abstract DOES NOT have to be part of your poster.

We encourage you to invite other meeting participants to view your poster and will provide the meeting contact list prior to the meeting for this purpose. The poster session will be held Thursday, November 17, 5:00 - 7:00 pm.

Graduating Scholar Presentations (for those on the agenda who are already planning to present):

We have scheduled 10 minutes per presentation with an additional 2-3 minutes for questions. We will need to strictly adhere to the schedule and will alert you if you exceed your allotted time. Please limit your presentation to no more than 10 slides and bring them to the meeting on a jump drive. We will use one computer for the presentations.

You may find the suggestions below helpful in preparing your presentation. Keep in mind that your audience is diverse with broad interests so summarize your science as if presenting to a well-informed lay audience or the media:

1. A brief summary of your completed research.
2. What are the material products of your Beeson-sponsored research (for example, publicly available datasets, patents, novel reagents or techniques, industry collaborations.)
3. What are the implications of your research for age-related diseases and disorders?
4. How can your research affect, or ultimately affect, the care, health and well-being of an aging population?

Your presentation should present your Beeson research project in the context of your larger body of work and should not be just a snapshot of a single project. Explain the significance and implications of your body of work. No need to spend time on what the Beeson Program did for you in terms of publishing papers, increasing lab size, securing additional grant funding, etc.

**Speed Networking (optional)**

Have you ever left a meeting wishing you could have met more people, realizing most people you met you already know? Well, then this event is for you! Meeting colleagues from other disciplines can spark a new research idea or open the door to a solution to a problem that has seemed intractable. Each ‘meeting’ is no longer than 3 minutes, and each person should answer these questions: 1) What is your top research interest? 2) What expertise are you looking for in a research partner? 3) What can you offer a research partner? **Please be prepared to move to the next person at the conclusion of the three minutes**! Those who do not comply make the meeting organizers very grumpy. NOTE: You will not be able to meet all the other Speed Networking participants during this session, but likely around 15 – 16 people. **It will be held during breakfast on Thursday from 8:00 – 9:00 am.**

**Speed Mentoring (optional)**

We will be holding a Speed Mentoring Session in addition to the Speed Networking Session. **It will be held during breakfast on Friday from 8:00 – 9:00 am.** Scholars who are interested in participating in this session must sign up in advance. Those participating in this session will be assigned to meet with 5 mentors with 9 minutes to discuss with each mentor, we will provide a list of questions to help get the discussion started. **Please be prepared to move to the next mentor at the conclusion of the nine minutes**! Those who do not comply make the meeting organizers very grumpy.

**Consultancy (optional)**

We will again be using a popular and effective group problem-solving activity known as a “consultancy.” This is structured to enable a set of people with a variety of knowledge and expertise to provide support, new perspectives, and ideas to one another, particularly around an important or difficult challenge. We will focus on a limited set of career related topics. **It will be held during lunch on Thursday or Friday.**

**How it works:**
Each Scholar will get approximately 10 minutes. You will have 2-3 minutes or so to present what you view as the major career development challenge you are facing (or will soon face). This may include, but is certainly not limited to:

- Time Management
- Balancing Career and Family
- Strategies for promotion
- Balancing research, clinical, teaching, and administrative responsibilities
• Issues related to your lab/team members (supervision, quality control, hiring, firing, disciplinary action, etc.)
• Transitioning relationship with your mentor(s).
• Finding/solidifying your niche, area of expertise

Following your presentation, the group will ask clarifying questions for the next 1-2 minutes. For the bulk of the remainder of the time, you will receive feedback and advice from the group. In the last minute or so, you will then have a chance to respond to the ideas presented.

We will follow a strict timetable, so that each person will have the same opportunity for constructive feedback. It is important that you write to Hattie at hattie@afar.org, by Monday, November 1 with what you see as your most pressing career challenge (a sentence or two or short paragraphs is sufficient, but the more specific your challenge, the more effective the consultancy will be). This will enable us to assign you to a group of your colleagues and senior mentors to ensure you get the most sophisticated support possible. We will make an effort to diversify the groups so you are not presenting with colleagues from the same institution.

Here are some examples of career challenges that have been presented in previous years:

• I’d like to get input on how to juggle multiple projects and priorities, and how to 1) balance collaboration with others pursuing my own primary work, and 2) find how to find the right balance between projects in different stages of development.
• How to best manage my staff and my own time – how do I provide them with enough guidance to complete the required tasks within a specific timeline but not to the point where I end up micromanaging them?
• I am a researcher with a geriatrics interest but am not in an aging/geriatrics division. How do I generate interest in my own department in my aging-related research? Or is it better to pursue this work in the context of an aging division/institute given the unique aspects and difficulties of aging studies?
• How can I negotiate protected time when I am in between funding?

Aims Workshop (optional)

Scholars who are in the process of preparing grants can present their “Aims Page” to a small group (5-6 aims pages will be discussed) to get feedback and suggestions. It will be held during lunch on Thursday or Friday. You must have a fairly well-developed draft of your aims that you need to submit by November 1, since we want you to walk away with something tangible. You’ll receive feedback from your peers and from others attending the meeting. In order to participate, it is expected that you also read and give feedback on the other participants’ Aims pages. The aims do not need to be polished, but they do need to be in document form.