**AGU Chapman Conference Phase II (final phase) of application**Completing a Phase II application form for AGU Chapman conferences means that you have already submitted a Phase I application and received feedback from AGU scientists.

Now that your overall topics and focus of the conference are set, a more specific submission is needed that spells out the conference itself.

**Convener expectations at this phase**

1. Meeting participants should be almost fully formed
2. A networking/mentoring element will be included in the program or activity times in the conference for student or early career scientists
3. Another element of involvement/engagement for attendees should be included (breakouts, field trip, etc.)
4. Student/early career scientists are included in presentations for this conference and dispersed throughout the conference, not in a single session

AGU is committed to diversity, equity, and inclusion (DEI). Consider these questions as you finalize your proposal:

* 1. What is your selection process for recruiting NEW speakers that have not spoken previously in the two past cycles of this meeting? The NEW speakers should include underrepresented groups (e.g. Blacks/African Americans, Hispanics/Latinos, American Indians/Alaska Natives, Native Hawaiians, and Pacific Islanders), international researchers, and women.
	2. How will you recruit individuals from underrepresented groups to attend and participate in the conference?
	3. Do you have access to other scientific organizations that are geared to increase underrepresented individuals in the sciences? Who can help you advertise your meeting in their social media, listservs, and newsletters?
	4. In the past years, what was the percentage of individuals from diverse backgrounds who attended and participated in your conference?

For a recurring Chapman conference, remember that past meeting evaluations, attendance, and sponsorship history should be taken into consideration when building your program. Ideally, participants should be enthusiastic about the past meetings. If there were criticisms, organizers should address them and offer corrections for the next conference.

**Decisions to move forward with a Chapman**

Proposals are reviewed by AGU scientists, including, potentially, members of AGU’s Meetings Committee. Decisions should be made within 4-6 weeks after a submission.

If a Chapman proposal moves forward, conveners will work with AGU staff to finalize a location and begin logistics work.

**Phase II application**

Please fill out the following topics areas for your final application. For guidance on the depth and expectations of answers, review [this submission](https://www.agu.org/-/media/Files/AGU_Chapman_Sample_Proposal.pdf) for guidance.

When you complete your application, submit the Word document to meetingsdirector@agu.org. You will receive notice of receipt. Applications are reviewed quarterly by AGU scientists and you will receive feedback after their review. If the Chapman is viable and ready to move forward, you will begin working with AGU staff on the conference.

**Naming convention for Word document application:** Primary Convener Name \_ Topic Name \_ Phase II

Please fill out these topic areas for your Phase II application:

1. Abstract
2. Convener and program committee information
3. Science focus and objectives
4. Session topics
5. Conference format, schedule, and potential speakers
6. List of confirmed attendees.
	1. In addition, how many more scientist do you think could come to the conference?
7. Suggested dates, duration, and potential locations for the conference with an explainer or why the location would matter. Please remember that location can greatly affect registration costs. AGU Headquarters in Washington DC can be a viable location, if conveners wish.
8. Conference cosponsors
9. Expected Impact and anticipated attendance
10. Related previous conferences
11. Anticipated reports, publications, and other outcomes
12. Biographies of conveners