ANUSANDHAN NATIONAL RESEARCH FOUNDATION

Impact conclave guide for institutions

What is an impact conclave

An institution-led convening that brings ANRF-supported grantees, researchers, institutional leadership and ecosystem stakeholders together to showcase research progress, enable collaboration and strengthen pathways from research to wider impact. Grantee research sits at the centre of the programme, complemented by focused sessions on capability building and research-to-impact pathways. Conclaves are programme-agnostic and may bring together grantees across different ANRF programmes and institutions.

Outcomes:

Showcase: Help grantees share their research progress and potential impact.
Connect: Bring researchers together with peers and potential collaborators.
Enable: Provide tools and insights to increase research impact.
Amplify: Increase visibility of the research, researchers, and institution.

Roles

Host institution (owns delivery):

- Confirm leadership support and appoint a nodal lead
- Finalize date, venue, and organizing team
- Develop and finalize the event programme
- Manage grantee/speaker outreach and registrations
- Coordinate participant communication and PR
- Manage logistics, AV, recording, and event delivery
- Complete post-event communication and follow-up

ANRF team (enables):

- Support host institution onboarding
- Enable grantee access through approved processes
- Share playbooks, examples, and reference materials
- Receive post-event materials

Steps

Timelines are indicative and may be adjusted to local requirements and event format.

Phase	Host institute responsibilities	Output
Phase 0 **Activate & Commit** T-10 to T-8 weeks	• Secure senior leadership support and agree on the purpose • Appoint a nodal lead • Finalize date, format, and key objectives • Confirm venue and organizing team • Arrange space for networking and posters • Get the grantee list from ANRF & finalise invitees (use ANRF link)	• Host • Sponsor • Nodal lead • Indicative date • Objective
Phase 1 **Design** T-8 to T-6 weeks	• Define participants, including nearby institutions • Estimate number of presenters • Prioritize grantee showcase time • Select a few additional sessions • Identify required experts and speakers • Assign a chair for each session	• Draft agenda • Presentation format • Session themes • Speaker requirements
Phase 2 **Mobilise** T-6 to T-4 weeks	• Confirm the registration platform and access • Send grantee invitations with key event details • Confirm speakers and session titles • Collect speaker bios and photos	• Invitations issued • Registrations underway • Speakers confirmed • Presenters briefed
Phase 3 **Lock & Prepare** T-4 to T-1 wk	• Confirm speakers, sessions, moderators, and attendance • Share save-the-date, speaker updates, and final agenda • Collect all presentations in one folder • Finalize venue, catering, signage, badges, posters, certificates • Test AV and recording • Prepare a detailed event run sheet with timings and owners • Brief the event team on their roles	• Final agenda • Confirmed participants • Materials • Logistics • AV ready
Phase 4 **Deliver** Event day	• Check venue, AV, presentations, registration, and recording • Keep sessions on time • Run all presentations from one system • Track presenter start times • Capture photos, recordings, posters, and feedback • Record collaboration opportunities • Back up all recordings and files	• Event delivered • Attendance recorded • Content captured • Follow-ups documented
Phase 5 **Amplify & Close** T+1 day to T+2 weeks	• Thank speakers and participants, ask to make social media posts • Share photos, links, and certificates • Publish event recap and social content • Share presentations and recordings with consent • Add ANRF as a collaborator • Archive all event materials in one place	• Recap and communication complete • Content published • Close-out note • Actions assigned

Designing the conclave

Illustrative one-day agenda

Time	Session	Time	Session
09:00–09:30	Registration and networking	13:30–14:15	Research-to-impact session
09:30–10:00	Welcome and opening	14:15–15:00	Grantee showcase / poster pitches
10:00–10:45	Grantee showcase (Block 1)	15:00–15:30	Collaboration / interaction
10:45–11:00	Tea / networking	15:30–15:45	Tea
11:00–11:45	SARAL AI session by Dr PK + other sessions	15:45–16:30	Open discussion / ecosystem dialogue
11:45–12:30	Grantee showcase (Block 2)	16:30–17:00	Key takeaways and closing
12:30–13:30	Lunch + posters / networking		

Grantee presentations

- Give each grantee 2 minutes to present
- Cover research problem, progress, impact, and support needed
- Keep content simple for an interdisciplinary audience
- Collect slides in a standard format in advance
- Run all slides from a central system

Menu of additional sessions (select a limited number against local priorities)

Understanding Impact	The ANRF impact framework; pathways from research to wider outcomes
Research Communication	SARAL; research beyond papers; science communication and social media
Translation & Commercialization	Lab-to-market pathways; science-led startups; industry perspectives on impact
Research Enablement	IPR; regulatory pathways; proposal writing; research ethics
Interaction & Collaboration	ANRF dialogue; poster showcase; two-minute talks; grantee meet-up

Speakers.

- Define the expertise needed for each session
- Shortlist speakers from relevant networks and organizations
- Use existing connections for initial outreach where possible
- Clearly share topic, duration, and audience
- Allow enough time for speaker follow-up and confirmation

Communications and PR

Trigger	Communication	Purpose
Date confirmed	Save-the-date	Announce the conclave and build awareness
Registration opens	Grantee invitation / registration note	Initiate participant mobilisation
Speakers confirmed	Speaker announcements	Build interest and event visibility
Programme finalized	Final agenda	Communicate the confirmed programme
Prior to event	Participant logistics note	Reporting time, venue, travel, presenter instructions
Event day	Live social content	Capture and amplify key moments
Post-event	Institutional recap + participant amplification	Extend visibility and document outcomes

Save-the-date and speaker creatives are viewed mostly as thumbnails, keep the date, venue and speaker name legible at small display sizes. Speaker announcements need photograph, name, designation, organization and session title.

Closure

Close-out note.

- Event details: Host, date, and venue
- Participation: Attendees, grantees, and institutions
- Programme: Key sessions and highlights
- Outcomes: Research themes, needs, and collaboration opportunities
- Communications: Social posts, photos, and recordings
- Follow-up: Actions, owners, and timelines
- Learnings: What worked, challenges, and improvements

Event archive.

- Final agenda and attendance
- Presenter list and presentations
- Communication and PR materials
- Photos and recordings
- Social and publication links
- Close-out note

In person registration link for attendees: Click Here

The full Impact Conclave SOP & Playbook: Click Here

Sample creatives needed for conclave: Click Here