



2011 ASBMB SPECIAL SYMPOSIA: PROPOSAL GUIDELINES

The ASBMB will continue to support for Special Symposia and of 2-4 days in length in 2011.

Proposals should be 3-4 pages in length and emphasize the unique aspects of the topic. The proposals should be submitted by **March 1, 2010**, and will be evaluated by the ASBMB Meetings Committee - Small Meetings Advisory and Evaluation Subcommittee. For details of the proposal requirements and evaluation, please see below.

PROPOSAL PREPARATION

The proposal should include the following:

- Organizer(s) full name, mailing address, email address and telephone number
- Meeting title
- Description of the meeting, including proposed dates, that describes the rationale for a small meeting format
- Description of how the conference addresses emerging science or technology
- Discussion of the unique aspects of the proposed meeting
- Proposed list of speakers and commitments, if available
- CVs of the organizer(s) (2 pages or NIH bio sketch modular, not including "Other Support")
- Identification of corporate support
- Identification of a Joint Sponsor (either a Society or Institute) and their level of commitment
- Identify the broader impacts of the proposed meeting to the scientific community and/or ASBMB members
- List of any recommended venues for advertising the meeting
- Projected size of the audience
- Other scientific societies whose members may be interested in this topic

FORMAT OF THE MEETING

The format and schedule of ASBMB Special Symposia and Joint Meetings is flexible. Details of the meeting are at the discretion of the organizers in consultation with the Meetings Committee review panel. Organizers should make every effort to maximize participation of women scientists and scientists from under-represented groups. Inclusion of younger scientists (students, postdoctoral fellows, junior faculty) as speakers is suggested. Initial invitations should be limited to approximately 10 speakers to facilitate inclusion of speakers selected from submitted abstracts.

VENUES AND MEETING DATES

ASBMB Special Symposia and Joint Meetings may be held at "standalone" venues, or at a co-sponsoring university or research institute. Standalone venues will be chosen by ASBMB. The symposia organizers may suggest possible meeting venues. The timing of meetings will be flexible, but symposia organizers are encouraged to schedule meetings during the fall. When possible, Symposia should be held on weekends. In the case of Joint Meetings, scheduling should be more flexible to accommodate the involvement of the other organizing group.

GUIDELINES FOR FINANCES

The organizers are expected to obtain the support required to finance the meeting from sources such as corporate donors, co-sponsoring institutions, NIH and/or NSF. Milestones for obtaining such funding will be set to ensure that adequate financing is being obtained prior to contractual obligations.

ASBMB will provide seed funding (up to \$20,000 USD) to cover costs related to the proposal solicitation, venue site preparation, speaker travel expenses and other costs associated with initiating the meeting.

ASBMB will provide staff support for all accounting and administrative functions such as collecting registration fees, processing invoices for payment, and planning the meeting. In addition, the meetings staff will work onsite and will coordinate all logistical arrangements and, if requested, will host a website to receive abstracts.

It is expected that the registration fees will be set by the ASBMB office in order to recover all expenses associated with the meeting.

PROPOSAL EVALUATION CRITERIA

- Does the proposed meeting address a topic in an emerging area?
- Are the sessions well balanced and logically planned to address critical topics in the area?
- Have the organizers selected speakers who can effectively address the proposed topics?
- Will the speakers present new data?
- Does each session show a balance of invited speakers and slots reserved for abstracts and junior participants?
- Is joint sponsorship from another Society, Institute or corporate participation likely?

PROPOSAL SUBMISSION

Proposals for 2011 must be received by **March 1, 2010**.

All proposals must be submitted electronically to: meetings@asbmb.org

Direct questions and inquiries to: meetings@asbmb.org

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