



2018 ASBMB SPECIAL SYMPOSIA PROPOSAL GUIDELINES

Proposal submission deadline: no later than December 1, 2016. Early submissions are strongly encouraged and will be reviewed on-going. Proposals are evaluated by the ASBMB Meetings Committee. The ASBMB will provide site selection, meeting management and marketing support for the Special Symposia Series.

I. MEETING TITLE

- Please insert the title of the conference as you would like to see it advertised
- Meeting title should be concise and recognizable to a broad scientific community

Title of Conference: _____

Past Title of Conference (if applicable): _____

Expected Number of Attendees (provide a range): _____

II. ORGANIZER INFORMATION

- Minimum of two (2), maximum of three (3) organizers
- Symposium Organizers must be current ASBMB members in good standing
- The primary organizer is the main point of contact for the ASBMB office

II. COMMITTEE

Primary Organizer: _____ **Title:** _____

Affiliation: _____

Full Address: _____

Phone: _____ **Email Address:** _____

Primary Responsibility: Sponsorships/Fundraising Program Development Abstract/Attendee Recruitment

Has this organizer planned a past meeting or conference? Yes No

If yes, answer the following for the most recent meeting

Past Meeting Name: _____

Past Meeting Affiliation (i.e. Gordon Conference, SRC, etc.): _____

Past Meeting Dates: _____ **Past Meeting Location:** _____

Past Meeting Attendance: _____



Co-Organizer: _____ **Title:** _____

Affiliation: _____

Full Address: _____

Phone: _____ **Email Address:** _____

Primary Responsibility: Sponsorships/Fundraising Program Development Abstract/Attendee Recruitment

Has this organizer planned a past meeting or conference? Yes No

If yes, answer the following for the most recent meeting

Past Meeting Name: _____

Past Meeting Affiliation (i.e. Gordon Conference, SRC, etc.): _____

Past Meeting Dates: _____ **Past Meeting Location:** _____

Past Meeting Attendance: _____

Co-Organizer: _____ **Title:** _____

Affiliation: _____

Full Address: _____

Phone: _____ **Email Address:** _____

Primary Responsibility: Sponsorships/Fundraising Program Development Abstract/Attendee Recruitment

Has this organizer planned a past meeting or conference? Yes No

If yes, answer the following for the most recent meeting

Past Meeting Name: _____

Past Meeting Affiliation (i.e. Gordon Conference, SRC, etc.): _____

Past Meeting Dates: _____ **Past Meeting Location:** _____

Past Meeting Attendance: _____



III. MEETING HISTORY

Has this conference been conducted before? Yes No

If yes, answer the following

Past Meeting Dates: _____ Past Meeting Location: _____

Past Meeting Attendance: _____

Past Meeting Organizers: _____

Past Meeting Affiliation (i.e. Gordon, SRC, etc): _____

Past Meeting Dates: _____ Past Meeting Location: _____

Past Meeting Attendance: _____

Past Meeting Organizers: _____

Past Meeting Affiliation (i.e. Gordon, SRC, etc): _____

IV. MEETING DATES, FORMAT AND LOCATION

- Based on knowledge of this community, competing meetings, schedules, and holidays, provide three (3) choices of meeting dates that you wish to hold the conference. List the start and end date of your conference. Please note that conferences begin on a Thursday and end on a Sunday.

A typical symposium schedule is provided below.

Day 1 (Thurs): Afternoon arrivals with evening keynote lecture or opening platform session

Day 2 (Fri): Platform sessions and/or poster session

Day 3 (Sat): Platform sessions and/or poster session

Day 4 (Sun): Morning session; meeting concludes by lunchtime

"Free-time" or an organized non-science, group/networking activity should be offered on either Friday or Saturday

Option 1: _____ Option 2: _____ Option 3: _____

- If the symposium is unable to be held at the organizer's institution, ASBMB will source the venue. Typical venues include but are not limited to Bolger Center (Potomac, MD), Washington University in St. Louis (St. Louis, MO), Stratton Mountain Resort (Stratton Mountain, VT).

Can the Symposium be held at the organizer's institution? Yes No

On a scale of 1 to 3, 1 being the most important and 3 being the least important, rate the following in reference to your meeting venue –

Affordability _____ Close to airport _____ Secluded area _____

Other _____

Every effort will be given to the Organizer's choice of conference dates. Due to availability and budget guides, location and date preferences are not guaranteed.



IV. MEETING DESCRIPTION

a. Describe the focus of the proposed symposium including what topics will be covered.

b. If the symposium is a repeat meeting, how is the proposed program unique/different from the previous program?

c. How will the symposium address emerging science or technology?

d. Identify the broader impacts of the proposed symposia to the ASBMB membership and scientific community as a whole.

e. Describe the target audience for this symposia, include career-levels, research areas, particular communities, international interest, etc. and what opportunities will be offered to attract an audience that includes graduate students and postdoctoral fellows.

f. List two program goals you hope to accomplish during this symposium and how you plan to track the goals during and after the meeting.



g. What ideas for sessions/activities do you plan to include in your program to help increase attendee engagement?

h. How would you describe the benefits of attending this symposium to a prospective attendee and will the benefits vary based on career level?

V. MARKETING/PROMOTION

ASBMB will market all special symposia to its membership and other targeted groups via email marketing campaigns, social media campaigns, membership magazine, online banner ads on its three (3) journal sites and onsite advertising at meetings.

** Help from the organizers is required to market the meeting as you are most familiar with and have relationships within the community.

** Upon proposal approval, organizers will be required to provide lists of relevant contacts to be included in ASBMB marketing campaigns (for example, attendee lists from a previous meetings on related topics)

a. Provide a list of 5 scientific keywords that would describe the research interests of the prospective audience i.e. Symposium name: *Emerging roles for the nucleolus* - Keyword: *chromosome biology*

b. List any recommended venues for advertising the meeting, including other scientific societies whose members may be interested in this topic.

c. How will graduate students, postdoctoral fellows, and early career scientists/young investigators be recruited to attend and participate in the conference.



VI. COMPETING/COMPLIMENTARY MEETINGS

- a. List the names, dates and locations of meetings on a similar topic(s) that have been scheduled recently (2015-2016)
- b. List the names, dates and locations of meetings on a similar topic(s) that are scheduled to take place in (2017-2018) and note if the meeting(s) will be in direct competition and if it is an optional venue to advertise your proposed symposium.

VII. FUNDRAISING

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. The amount of support will determine the meeting length and program activities. The approximate fundraising goal range is \$10,000-\$20,000.

ASBMB will provide seed funding in the amount of \$10,000, to help organizers begin the planning process and secure speaker commitments. At minimum, the society expects to recover the seed funding at the conclusion of the symposium.

- a. Provide a general overview of your planned fundraising approach/strategy and if you have any resources you have at your disposal to assist you in successfully raising sponsorship funds
- b. Which companies/organizations/government agencies are likely to show interest and provide financial support for this symposium? Note if you have a specific point of contact with a yes/no. (You do not need to provide the name of your contact)



d. Do you have any sponsorship commitments already confirmed? If yes, please provide details

VIII. INVITED SPEAKERS

Initial invitations will be limited to ten (10) speakers to facilitate inclusion of volunteer speakers selected from submitted abstracts. Ten invited speakers include keynote speaker and organizers serving as speakers. The amount and number of travel reimbursement commitments will be subject to the organizers ability to secure sponsorship funding for this purpose.

ASBMB expects speaker diversity. Organizers should maximize participation of women scientists and scientists from underrepresented groups including institutional diversity.

Inclusion of younger scientists (students, postdoctoral fellows, junior faculty) is strongly encouraged – may be selected from submitted abstracts.

Do NOT invite any speakers prior to proposal approval.

Required information for each proposed speaker (max 10):

Speaker 1 name _____
Speaker affiliation _____
Speaker identification _____
Topic area _____
Male/Female _____ Underrepresented (if yes, define) _____
Keynote **Yes** **No**

Speaker 2 name _____
Speaker affiliation _____
Speaker identification _____
Topic area _____
Male/Female _____ Underrepresented (if yes, define) _____
Keynote **Yes** **No**

Speaker 3 name _____
Speaker affiliation _____
Speaker identification _____
Topic area _____
Male/Female _____ Underrepresented (if yes, define) _____
Keynote **Yes** **No**



Speaker 4 name _____
Speaker affiliation _____
Speaker identification _____
Topic area _____
Male/Female _____ Underrepresented (if yes, define) _____
Keynote **Yes** **No**

Speaker 5 name _____
Speaker affiliation _____
Speaker identification _____
Topic area _____
Male/Female _____ Underrepresented (if yes, define) _____
Keynote **Yes** **No**

Speaker 6 name _____
Speaker affiliation _____
Speaker identification _____
Topic area _____
Male/Female _____ Underrepresented (if yes, define) _____
Keynote **Yes** **No**

Speaker 7 name _____
Speaker affiliation _____
Speaker identification _____
Topic area _____
Male/Female _____ Underrepresented (if yes, define) _____
Keynote **Yes** **No**

Speaker 8 name _____
Speaker affiliation _____
Speaker identification _____
Topic area _____
Male/Female _____ Underrepresented (if yes, define) _____
Keynote **Yes** **No**

Speaker 9 name _____
Speaker affiliation _____
Speaker identification _____
Topic area _____
Male/Female _____ Underrepresented (if yes, define) _____
Keynote **Yes** **No**



Speaker 10 name _____

Speaker affiliation _____

Speaker identification _____

Topic area _____

Male/Female _____ Underrepresented (if yes, define) _____

Keynote **Yes** **No**

Alternate Speaker name _____

Speaker affiliation _____

Speaker identification _____

Topic area _____

Male/Female _____ Underrepresented (if yes, define) _____

Keynote **Yes** **No**

Alternate Speaker name _____

Speaker affiliation _____

Speaker identification _____

Topic area _____

Male/Female _____ Underrepresented (if yes, define) _____

Keynote **Yes** **No**

Alternate Speaker name _____

Speaker affiliation _____

Speaker identification _____

Topic area _____

Male/Female _____ Underrepresented (if yes, define) _____

Keynote **Yes** **No**

Alternate Speaker name _____

Speaker affiliation _____

Speaker identification _____

Topic area _____

Male/Female _____ Underrepresented (if yes, define) _____

Keynote **Yes** **No**

If organizers are not part of the 10 invited speakers, indicate if they also plan to speak



IX. OTHER INFORMATION (OPTIONAL)

a. Provide any other related information that may help the Meetings Committee evaluate the proposal.

PROPOSAL EVALUATION CRITERIA (meeting all criteria does not guarantee approval)

- Does the proposed symposium provide a specific description of the aspects that the proposed topic will cover; including a clearly defined target audience?
- Does the proposed symposium address a topic in an emerging area that is of interest to the ASBMB membership and larger scientific community?
- Are the sessions well balanced and logically planned to address critical topics in the area?
- Have the organizers provided a diversified list of potential invited speakers who can effectively address the proposed topic(s)?
- Will the speakers present new research?
- Does each session show a balance of invited speakers and slots reserved to program volunteered talks selected from submitted abstracts, as well as junior and under-represented scientists?
- Has the proposal identified a target fundraising goal along with a list of grants to apply for and sponsors?

PROPOSAL SUBMISSION AND QUESTIONS

Proposals should be submitted electronically with each submitting organizers CV, as a single PDF file, to the attention of the **ASBMB Meetings Committee** at meetings@asbmb.org.

All inquiries may be submitted to meetings@asbmb.org.

PROPOSAL APPROVAL

When a meeting proposal is approved, each organizer will receive an agreement letter to sign along with a comprehensive set of guidelines that outlines the role of ASBMB and Organizers throughout the planning process.

ASBMB will provide a meeting conference package to cover costs related to the proposal solicitation, venue site preparation, speaker travel expenses and other costs associated with initiating the meeting. The ASBMB office will set the registration fees in order to recover all expenses associated with the meeting. ASBMB will guide the planning process and provide full meeting management services to include accounting, site selection, logistics (pre-planning and onsite), marketing and communications.