

## Symposium Proposal Process

Symposia are important components of the Annual Meeting. These components provide useful information to the membership of participating Societies and contribute to a compelling and interesting experience. To provide a clear process the Meetings Management and Planning Committee (MMPC) has developed the following set of guidelines.

### Submission for consideration:

Proposals (3 page maximum) for consideration by ASIH should contain the following:

1. Symposium Title (or Topic)
2. Name of the Symposium Chair (phone number and e-mail address)
  - a. Names of Associated Co-organizers
3. Information on topic and background
4. What benefit is the topic to the Society?
5. List of potential speakers and topics
6. Length of symposium (1/2 day, 1 day, etc.) - keep in mind the preference is for a one day symposium with a likely maximum (in very rare situations) of 2 days.
7. Sources of funding other than ASIH
8. ASIH funding requested and rationale (maximum per request = \$1,500)

**PROPOSALS DUE TO MPLN CHAIR by 1 March** of the **YEAR PRIOR** to the meeting (i.e., 2011 Symposium Proposals are due 1 March 2010).

### Responsibilities of the Symposium Chair(s):

1. Work with the participants to obtain titles and abstracts.
  - a. Abstracts **MUST** be submitted to the ASIH meeting by Annual Meeting abstract deadline using announced ASIH abstract submission procedures.
2. Develop and submit schedule for the symposium to the MPLN Chair by 1 March (year of the meeting). This includes the order, length (15 or 30 minutes), and scheduled times for all talks. Symposium Chair must provide the names of the moderators for the symposium at the same time.

### MPLN Committee Review Process:

1. Proposals received by MPLN Chair and distributed to the MPLN for review by 5 March.
2. MPLN Chair collects comments and ranking of proposals by 30 March.
3. Consensus ranking redistributed to MPLN for review and comment.
4. MPLN selects two proposals for each Annual Meeting by 30 April.
5. All Symposia Chairs notified of acceptance or rejection by 30 April.