

# ASM GUIDELINES FOR THE PROPOSAL OF SYMPOSIA AND WORKSHOPS

Current March 2024

## **GENERAL INFORMATION**

ASM supports two types of contributed sessions at its annual meetings: 1) symposia and 2) workshops. **Symposia** are featured events that are built around a single conceptual theme that is of general interest to mammalogists. Symposium presentations should push the edges of traditional mammalogy and integrate multiple disciplines in which mammals are the study subjects. In essence, symposium topics should be of broad interest and should inspire discussion throughout the meeting. **Symposia will be allotted a total time of 90 or 120 minutes.** Each symposium should consist of a 15-minute introductory talk to present the symposium topic to the audience; 15-minute closing presentation or panel discussion for synthesis; and a combination of speakers giving 15- or 30-minute presentations to fulfill the proposed session length. Proposals that require two sessions will be considered.

**Workshops** provide focused instruction on a specific topic of more restricted interest than is appropriate for a symposium. The structure of workshops is flexible, with an emphasis on participatory learning; structured presentations and demonstrations should be balanced with time for discussion and questions. Workshops may be scheduled concurrently with contributed paper sessions or as a pre-meeting event. Workshops scheduled in opposition to paper sessions **will be limited** to a 90- or 120-minute session. If workshops require more than two hours, they will be scheduled as a pre-meeting event. Pre-meeting workshops have greater flexibility in time and format. However, pre-meeting workshops require greater involvement from organizers.

## **APPLICATION PROCESS**

**Proposal Deadline:** Proposals for symposia and workshops should be submitted approximately 15 months in advance of the annual meeting. The Program Committee sets the exact deadline annually and will provide a call for proposals for each meeting.

**Proposal Submission:** The organizer(s) should **submit symposium or workshop proposals electronically using the online application form.** By submitting a proposal, the organizer(s) is committing to oversee the planning and execution of the proposed event if it is recommended by the Program Committee and approved by the Board of Directors. Specifically, if a proposal is accepted, the organizer(s) is(are) responsible for (1) ensuring that speakers submit abstracts by the posted deadline for that year, or (2) in the case of workshops, that the workshop is organized properly. The Program Committee has the authority to cancel a symposium or workshop if improper planning results in unreasonable delays.

**Proposal Review:** Proposals received by the published deadline will be reviewed by the Program Committee and final decisions regarding which events to sponsor will be made at the next annual meeting (i.e., ~12 months in advance of the symposium or workshop date). Review criteria include relevance of the topic to a broad ASM membership, time since any thematically similar events, diversity of speakers (diversity can include, but is not limited to, gender balance, geographic diversity, minority status, career stage, etc.), potential to forward the science of mammalogy, cost of the proposed event, and a willingness to pursue publication of the proceedings in the *Journal of Mammalogy*. It is expected that our symposia and workshops will promote human diversity. Therefore, symposia and workshop proposals with speakers from diverse backgrounds will be viewed favorably during the review process.

## **PROPOSAL PREPARATION**

**Proposal Format:** The organizer(s) must complete the online application and provide a 1-2 page description of the proposed event (**see Proposal Description below**). A budget should be included if needed. The online application form requires contact information for a primary organizer and **ALL** proposed speakers, meaning that these individuals should already have been identified and contacted about the potential of participating.

**Proposal Description:** The proposal must contain a detailed description (in English) of the goals of the symposium or workshop and an explanation of the relevance of this topic to the Society; particularly how it

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will appeal to mammalogists. Further, the organizer(s) should include a justification for the inclusion of each speaker or instructor, as well as an explanation of each speaker or instructor's general background and contribution to the event. For each speaker or instructor, give the name, institution, career stage, and how the speaker contributes to a symposium or workshop of diverse backgrounds and perspectives.

The symposium or workshop length and structure **must be** explicitly described in the submitted proposal (see general format described above). Requests for longer periods, or use of an unusual format, should be justified in the proposal; further, it may benefit symposium and workshop organizer(s) to consult with the Professional Development Subcommittee Chair about such a request prior to proposal submission. If workshops require more than two hours, they should be scheduled **as a pre-meeting event**.

**Proposal Budget:** Organizer(s) can request travel support for symposia and workshop participants. Generally, only event participants who are **not** regular attendees of the annual meeting of the ASM are eligible for travel support. A "regular attendee" is defined as anyone who has attended three or more annual meetings in the last ten years. The organizer(s) must identify speakers for which travel funds are requested and confirm that these speakers are eligible. Budget requests should be included in the 1-2 page proposal.

If travel support is requested, proposals must include a detailed budget (**example shown below**). For each eligible speaker, budget requests should include adequate funds for travel (e.g., airfare [coach, booked well in advance to ensure low fares], shuttles, registration [regular rate], meals [per diem; please see [www.gsa.gov](http://www.gsa.gov) for specific rates], and lodging [on-campus housing if available]). Make sure that speakers (especially those supported by ASM travel funds) plan to attend the entire meeting (prerequisite for travel support) to maximize interaction between themselves and meeting attendees, and that speakers funded by ASM understand **what** travel expenses will be paid or reimbursed by ASM. Remember that the amount requested sets the cap on funds that may be used to defray the costs of eligible speakers. **No honoraria will be paid by ASM funds provided via the Program Committee.** Organizer(s) proposing events with large travel budgets may need to seek additional sources of funding.

Due to the limited nature of an early event, **pre-meeting workshops** will require a fee structure to help support **meeting room, AV, and other expenses**. The purpose of the workshops is to provide high-quality opportunities to learn or expand skills at a low cost, especially for student attendees, so the fee is **not** intended to cover speaker travel. Therefore, requests for pre-meeting workshops should include information for speaker travel as described above, as well as the specifics on needs for meeting rooms, AV, etc. Please consult with the Professional Development Subcommittee Chair to determine the necessary costs for hosting such a workshop.

**Example Budget: (you should consider these numbers an example that may not represent the actual costs of the meeting. You must confirm actual expenses vs your needs before submitting):**

Registration (regular rate): \$300 X 2 speakers = \$600  
Housing (on-campus): \$25/day X 5 days X 2 speakers = \$250  
Meals (per diem): \$50/day X 5 days X 2 speakers = \$500  
Airfare for Speaker 1: \$500  
Airfare for Speaker 2: \$250  
Ground Transportation: \$100/speaker X 2 speakers = \$200  
**TOTAL REQUEST: \$2,300**