

**CALL FOR NON-COMMERCIAL WORKSHOP AND
SYMPOSIUM PROPOSALS FOR THE
2010 ANNUAL MEETING OF THE
ASSOCIATION OF SOUTHEASTERN BIOLOGISTS**

Deadline for Receipt of Proposals: September 4, 2009

Proposals for non-commercial Workshops (hereafter referred to as Workshops) and Symposia to be offered at annual meetings of the Association of Southeastern Biologists must be prepared and submitted for review as described in this Call for Proposals; the same criteria for proposal preparation, submission, and review apply to proposals originating from internal leadership bodies within ASB (such as standing committees) and from individuals or groups outside of ASB. **Commercial workshops are arranged through the Meetings Coordinator, and they are subject to separate guidelines that can be obtained from the Meetings Coordinator.** Written proposals for Workshops and Symposia must be submitted to the Chair of the relevant Local Arrangements Committee (LAC), the Program Chair of the LAC, and the ASB President no later than two weeks prior to the fall interim meeting of the ASB Executive Committee. Proposals for Workshops must clearly describe their structure (including maximum number of participants) and concept, as well as prerequisites, space and other facilities requirements, and request for funding from ASB (if any). Proposals for Symposia must clearly address all five of the criteria listed below and be accompanied by letters of endorsement (if any). All proposals will be peer-reviewed and ranked by the Program Chair of the LAC and the ASB Executive Committee. Decisions to accept or reject proposals will be made at the fall interim meeting of the ASB Executive Committee, and proposers will be contacted shortly thereafter.

Workshops

Structure & Concept: Workshops are flexible in their structure. They can be a half-day, full day, or two days in length. Lunchtime Workshops are also offered. Workshop structure is determined by the organizers. Workshops typically have maximum enrollments, and they may specify prerequisites for participation (Workshops should be open to all meeting attendees, first-come first-served, who meet these prerequisites). Workshops often have a registration fee to cover A/V equipment and preparation. Workshops are intended to convey specific knowledge or skills; they are not intended for the presentation of research papers. Workshops are frequently more interactive and informal than sessions within the formal scientific program, and they are not scheduled concurrently with Symposia, contributed oral sessions, or poster sessions. Workshops may involve one or several teachers/presenters, and they may include computer-based or other 'hands-on' training. Weekend Workshops may be linked with a scientific field trip. A Workshop proposal should make clear what participants might expect to gain, and how the Workshop furthers the overall goals of the Association of Southeastern Biologists (these two aspects are the major criteria for Workshop acceptance). Limits of space and time may make it impossible to accommodate all worthy submissions.

Symposia

Structure & Concept: Symposia are a half-day or a full day in length. The number of speakers and the length of each talk are determined by the session organizers; talks should be between 15 and 30 minutes long, and presentation times can vary between speakers. Each session should include at least one 30 minute break that will be synchronized with the coffee break of all concurrent sessions. Generally, Symposia should be focused, integrated presentations assessing current understanding regarding a particular research problem, concept, application, or

educational theme. Symposia should have broad appeal to members of ASB or involve integration across sub-disciplines.

Symposium proposals will be assessed under the following criteria. Weighting of particular criteria may vary depending on the nature of proposals, but proposals should explicitly address these criteria, as appropriate. There is typically room for only three Symposia at the annual ASB meeting.

Criteria for Evaluation of Symposium Proposals

1. **Scientific strength:** Symposia are the scientific centerpieces of the meeting, and should:
 - offer significant contributions to biological understanding,
 - present innovative or interdisciplinary approaches, including novel collaborations or syntheses across subdisciplines, and
 - have broad enough appeal to generate large audiences (>100 people) at the meeting.
2. **Structure and organization:** Symposia should be more explicitly integrated than other sessions, and should be structured to:
 - provide overall synthesis or overview; they should not be simply a set of related case studies,
 - avoid taking a narrow perspective on the Symposium topic; organizers should carefully avoid appearance of biases toward their own perspectives, and
 - build a well-integrated whole; each talk should have clear relevance to overall synthesis.
3. **Speakers:** Invited speakers should bring new contributions to the session, not simply reviews of previous work. Inclusion of experienced or particularly engaging speakers can strengthen a proposal, but new voices are also important. Proposals with a larger proportion of confirmed speakers will be favored.
4. **Funding:** Workshop and Symposium proposers must certify that they have sufficient funding available to cover all costs of the program as proposed, including expenses (travel, meals, lodging, honoraria) for all invited speakers. If additional funds are needed beyond those available to the proposers, such funds must be identified and may be requested from the ASB Executive Committee (EC), which has some funding available for Symposium proposals, usually reserved for proposals that come from ASB standing committees. If requesting funds from the EC, the Symposium proposers must specify an amount and justify that amount. If the EC provides funds requested by the Symposium proposers, it is assumed that the Symposium is fully funded as described. If partial funding is offered by the EC, the Symposium proposers must subsequently secure the additional funds required to cover all costs.
5. **Integration:** Proposals may receive higher priority if they are clearly linked to the meeting's overall theme, or if they offer particular value or insight in the context of other sessions proposed for the meeting or of Symposia at recent ASB meetings.

Endorsements

Workshops and Symposia are often endorsed by various groups, agencies, and organizations including international societies, private non-governmental organizations, governmental agencies, or internal leadership bodies within ASB, such as standing committees. These endorsements will be considered in review of proposals, particularly if they emphasize why the group finds merit (in terms of evaluation criteria above) in the proposal. **Each of these groups, organizations, or agencies is allowed to endorse only one Symposium proposal.** If a group submits a proposal, that group is considered to be endorsing its own proposal, and it cannot endorse another. Symposium proposers, in requesting endorsements, should make this policy clear.

There is NO guarantee that a proposal endorsed by any group or organization will be accepted. Individuals preparing letters of endorsement should send them directly to those preparing the proposal for inclusion as part of the proposal package.

If Your Proposal Is Accepted

After proposals are accepted and the scheduling for the meeting is underway, cancellations and schedule changes are very disruptive to meeting planning. Hence, organizers of Workshops should obtain firm commitments from their teachers/presenters and organizers of Symposia should obtain firm commitments from as many of their invited speakers as possible before submitting their proposals. **Requests for additional funding will not be considered by the ASB Executive Committee.**

If a proposal is accepted, the organizers must submit a final summary description of the Workshop or Symposium to the Program Chair of the LAC at the same time abstracts are due. This summary will appear on the meeting website and should be written so as to stimulate interest and promote attendance. This description must include a complete and current listing of organizers' names and their affiliations, addresses, telephone and fax numbers, and email addresses; a 400-word narrative description of the session; a 50-word sentence description of the session; and a final, confirmed speaker list.

It is the responsibility of Symposium organizer(s) to see that each speaker submits an individual abstract of his/her talk using ASB's abstract submission criteria by the abstract submission deadline. It is not permissible to submit abstracts by any other means. Contact the Program Chair of the LAC if your situation precludes use of the abstract submission website.

It is suggested and encouraged that a written summary of the Workshop or Symposium be submitted to *Southeastern Biology* for publication.

Non-Commercial Workshop/Symposium Proposal Submission Form

Title:

Submitters' Contact Information (address, phone, and e-mail address):

Session Description: In 400 words or less and in sentence form, describe the theme and purpose of this session.

Session Justification: In 250 words or less and in sentence form, provide the justification for this session.

One-sentence Summary: Summarize your proposal in 50 words or less.

Speakers and Titles: List all teachers/presenters (Workshops) or speakers and their titles (Symposia). Next to each participant, indicate if they are confirmed or only contacted and have not yet decided (unconfirmed). Do not list individuals who have not yet been contacted.

Funding: Explain how the Workshop or Symposium as proposed is to be funded. Symposium proposers may request needed funds from the ASB Executive Committee.

This form must be submitted to the following individuals no later than two weeks prior to the fall interim meeting of the ASB Executive Committee (deadline is September 4, 2009).

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