



AMERICAN ELASMOBRANCH SOCIETY SYMPOSIUM / WORKSHOP PROPOSAL

Symposia/workshops (hereinafter referred to collectively as symposia) are important components of the Annual Meeting. They aim to disseminate useful scientific information to the membership of AES and to contribute to a compelling and interesting experience, both for the audience and symposia participants. The most successful symposia also highlight the talent and cutting-edge techniques of the Society's membership; each symposium as a whole should strive to be progressive and comprehensive but efficient, aiming to synthesize research topics, fill gaps in our knowledge and move the Society forward.

To provide a clear application process, the following set of guidelines has been developed:

APPLICATION PROCESS

Please use the application format found on pages 2 and 3 for submitting a symposium funding request. Applications must contain all requested information and must be submitted to the Chair of the AES Grant Committee in February (usually the third Friday) of the year **prior** to the AES annual meeting in which the proposed symposium is to be held. For example, symposia proposals for the 2019 meeting are due **no later than 5pm on February 15th 2018**. Organizer(s) of proposed symposia must be **AES Member(s) in Good Standing** at the time of proposal submission and during the subsequent year. This means that AES membership dues must be paid by December 31.

SYMPOSIUM PROPOSAL REVIEW PROCESS

1. Completed proposals received by Grant Committee Chair by February 15th.
2. Proposals distributed to members of the Grant Committee for review.
3. Chair of Grant Committee collects comments and rankings of proposals by February 27th.
4. Consensus ranking is redistributed to Grant Committee for review and final comment.
5. Grant Committee selects a maximum of two proposals for each Annual Meeting by March 1st.
6. All Symposia Organizers are notified of acceptance or rejection by March 5th.
7. Grant Committee requests approval for funding of proposal(s) from President of AES.

Total funds available for support of symposia for subsequent year are determined at AES Executive Committee during the annual meeting.

RESPONSIBILITIES OF THE SYMPOSIUM ORGANIZERS

1. Work with the participants to obtain titles and abstracts. Abstracts **MUST** be submitted to the ASIH meeting by the Annual Meeting abstract deadline using announced ASIH abstract submission procedures.
2. Develop and submit a schedule for the symposium to the AES Local Chair for that year's annual meeting **by 28 February** (year of the meeting). This includes the order, length (15 or 30 minutes), and scheduled times for all talks. Symposium Organizers must provide the names of the moderators for the symposium at the same time.

AMERICAN ELASMOBRANCH SOCIETY SYMPOSIUM APPLICATION

Application must contain the following information:

1) Title (or topic) of proposed symposium

2) Name of Symposium organizer, co-organizer(s) and their contact information

Provide e-mail address(es) and phone numbers)

3) Symposium details

Provide a clear, concise summary of the proposed symposium in **no more than 1000 words**. Highlight specific research and scientific questions to be addressed and how they benefit AES. Why is it a good time for this symposium? Why did you choose this collection of speakers? (Please do not summarize the nature of individual speakers or their talks in the summary).

4) Proposed speakers

Provide a list of people that you have already invited or intend to invite to speak at the symposium. Please indicate whether this person has agreed to speak (e.g. not contacted, tentatively agreed or agreed). Provide contact information for each speaker.

5) Length of symposium

Indicate 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 rare situations) of 2 days. AES talks are generally 15 minutes in length (12 for speaking and 3 for question-answer). If you plan to alter the time given to each speaker, you must provide a written statement explaining the necessity for longer speaker times.

6) Funding requested

Funds requested from AES: \$_____

Have you applied (or will you be applying) for funds from other sources? If yes, please list them and the amount of your request.

What are AES funds to be used for? Please include a detailed budget.

Speaker travel_____

Publication costs_____

Other (explain) _____

(...continued on next page)

7) **Publication**

If AES funding is to assist with publication costs, please give the name of candidate journals or the journal that you have contacted about publishing the symposium papers. Please also provide the journal name, and the name and contact information of the person to whom you have spoken at the journal.

What is your estimated timeframe for the publication of your symposium papers?

COMPLETED PROPOSALS MUST BE SENT TO THE CHAIR OF THE GRANT COMMITTEE NO LATER THAN THE FEBRUARY DEADLINE OF THE YEAR PRIOR TO THE ANNUAL MEETING OF THE PROPOSED SYMPOSIUM.

****Symposia proposals for the 2019 meeting are due 5pm EST 15 February 2018****

Submit applications to:

****PLEASE NOTE:** It is recommended and preferred that you convert your application to pdf and submit it **by email**. If you are not able to do this, please contact the Grant Committee Chair in advance of the deadline.**
