

## AAA SYMPOSIA & PLATFORM SESSIONS

	SYMPOSIA	HYBRID SYMPOSIA	PLATFORM
<b>Session Format</b>	<ul style="list-style-type: none"> <li>▪ 2 hours long</li> <li>▪ 4 invited talks (30 min.)</li> </ul> <p>Organizer may present or just handle intros/wrap-up/Q&amp;A.</p>	<ul style="list-style-type: none"> <li>▪ 2 hours long</li> <li>▪ 2 invited talks (30 min.)</li> <li>▪ 4 submitted abstracts (15 min.)</li> </ul> <p>Organizer may present or just handle intros/wrap-up/Q&amp;A.</p>	<ul style="list-style-type: none"> <li>▪ 2 hours long</li> <li>▪ 4 recruited abstracts (15 min.)</li> <li>▪ 4 submitted abstracts (15 min.)</li> </ul> <p>Organizer may recruit up to 4 abstracts (great opportunity to highlight work of young faculty and students!). Organizer may present, but generally just handles intros/wrap-up/Q&amp;A.</p>
<b>Funding and Reimbursement</b>	<ul style="list-style-type: none"> <li>▪ Abstract fee waived for 4 invited speakers.</li> <li>▪ AAA registers &amp; pays registration fee for organizer and 4 invited speakers.</li> <li>▪ AAA allocates \$4,000 to defray travel expenses.</li> <li>▪ Absolutely no honoraria.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Abstract fee waived for 2 invited speakers.</li> <li>▪ AAA registers &amp; pays registration fee for organizer and 2 invited speakers.</li> <li>▪ AAA allocates \$2,000 to defray travel expenses.</li> <li>▪ Absolutely no honoraria.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Abstract fee reimbursed for up to 4 recruited abstracts</li> <li>▪ AAA registers &amp; pays registration fee for organizer <u>only</u>.</li> <li>▪ <u>No travel expenses</u> for organizer or recruited speakers unless outside funding was received.</li> <li>▪ Absolutely no honoraria.</li> </ul>
<b>Organizer Duties</b>	<ul style="list-style-type: none"> <li>▪ Understand your role as an organizer, including deadlines and what AAA does/does not provide.</li> <li>▪ Provide AAA with full contact information and a symposium session title to be used in the <i>Call for Abstracts</i>.</li> <li>▪ Provide AAA with the names, contact information, and talk titles for the 4 invited speakers.</li> <li>▪ Set and communicate deadlines to your speakers.</li> <li>▪ If desired, solicit additional funding following AAA guidelines.</li> <li>▪ Determine how to allocate travel support for your 4 speakers.</li> <li>▪ Keep session on time and maintain the speaker order that is published in the final program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understand your role as an organizer, including deadlines and what AAA does/does not provide.</li> <li>▪ Provide AAA with full contact information and a hybrid symposium session title to be used in the <i>Call for Abstracts</i>.</li> <li>▪ Provide AAA with the names, contact information, and talk titles for the 2 invited speakers.</li> <li>▪ Set and communicate deadlines to your speakers.</li> <li>▪ If desired, solicit additional funding following AAA guidelines.</li> <li>▪ Determine how to allocate travel support for your 2 speakers.</li> <li>▪ Keep session on time and maintain the speaker order that is published in the final program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understand your role as an organizer, including deadlines and what AAA does/does not provide.</li> <li>▪ Provide AAA with full contact information and a platform session title to be used in the <i>Call for Abstracts</i>.</li> <li>▪ Provide AAA with the names, contact information, and talk titles for up to 4 recruited platform talks.</li> <li>▪ Select an additional 4 abstracts from the submissions received.</li> <li>▪ If desired, solicit additional funding following AAA guidelines.</li> <li>▪ If received, determine how to allocate travel support for your recruited speakers.</li> <li>▪ Keep session on time and maintain the speaker order that is published in the final program.</li> </ul>
<b>Deadlines for Organizers</b>	<p><b>May 14:</b> Submit organizer contact info, symposium title, and the signed Organizer Acknowledgement Form.</p> <p><b>May 31:</b> Submit completed Speaker Information Sheet.</p> <p><b>October 1:</b> Submit Budget Allocation Sheet.</p> <p><b>October 1:</b> Submit session summary to be published in the AAA newsletter.</p>	<p><b>May 14:</b> Submit organizer contact info, hybrid symposium title, and the signed Organizer Acknowledgement Form.</p> <p><b>May 31:</b> Submit completed Speaker Information Sheet.</p> <p><b>October 1:</b> Submit Budget Allocation Sheet.</p> <p><b>October 1:</b> Submit session summary to be published in the AAA newsletter.</p> <p><b>End of November:</b> Select abstracts to be programmed in your session.</p>	<p><b>May 14:</b> Submit organizer contact info, platform session title, and the signed Organizer Acknowledgement Form.</p> <p><b>August 31:</b> Submit completed Recruited Speaker Information Sheet for up to 4 recruited speakers.</p> <p><b>End of November:</b> Select abstracts to be programmed in your session.</p>
<b>Deadlines for Speakers</b>	<p><b>May 25:</b> Submit talk title and full contact information to the organizer.</p> <p><b>October 22:</b> Submit electronic abstract via special AAA submission process.</p>	<p><b>May 25:</b> Submit talk title and full contact information to the organizer.</p> <p><b>October 22:</b> Submit electronic abstract via special AAA submission process.</p>	<p><b>September 15:</b> Submit talk title and full contact information to the organizer.</p> <p><b>October 22:</b> Submit electronic abstract, then submit reimbursement request to AAA.</p>
<b>Hotel/Travel Arrangements</b>	All organizers and speakers are responsible for their own hotel and travel arrangements.	All organizers and speakers are responsible for their own hotel and travel arrangements.	All organizers and speakers are responsible for their own hotel and travel arrangements.
<b>Registration</b>	AAA will register and pay the registration fee for organizers and 4 invited speakers.	<ul style="list-style-type: none"> <li>▪ AAA will register and pay the registration fee for organizers and 2 invited speakers.</li> <li>▪ Remaining speakers are responsible for their own meeting registration and are not reimbursed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ AAA will register the organizer and pay registration fee.</li> <li>▪ Speakers are responsible for their own meeting registration.</li> <li>▪ Speaker registration fees are not reimbursed.</li> </ul>