

AAA Annual Meeting at Experimental Biology (EB) 2008 Mini-Meeting Proposal and Guidelines

Proposal submission deadline: April 13, 2007

The American Association of Anatomists invites you to propose a mini-meeting at the AAA Annual Meeting at EB 2008. Proposals must include all the information requested on the following pages. Only complete proposals will be evaluated by the AAA Program Committee, which meets on May 2 to select sessions for the 2008 meeting.

What is a mini-meeting?

The mini-meeting should address a timely issue of sufficient breadth to attract registrants from several FASEB societies. A mini-meeting is a 2-day event during the AAA Annual Meeting at EB 2008 (April 5-9 in San Diego, CA), including

- Four 2-hour symposia, each with four invited speakers
- One concurrent poster session (posted for both days)
- \$7,000 provided by AAA to help defray a portion of travel costs for invited speakers
- Registration and abstract fees for 8 speakers paid for by AAA.

MINI-MEETING GUIDELINES

Organizer Responsibilities

As an AAA Annual Meeting mini-meeting organizer, you will be responsible for:

- Inviting and confirming all 16 speakers.
- Providing AAA with all speakers' contact information.
- Soliciting additional financial support.
 - AAA provides \$10,000 to cover speakers' travel; registration fees for 8 speakers; abstract submission fees for 8 speakers.
 - All other expenses must be supported by outside funding or covered by individual speakers.
- Providing AAA with e-mail and address lists for promotional purposes.
- Drafting text for promotional flyers.

Services & Benefits AAA Can Offer Mini-Meeting Organizers

- Use of meeting rooms at the San Diego Convention Center at no cost, including "standard" audio/visual set-up: video projector, microphone, laser pointer.
- Member rates for all hotel reservations as part of EB room allocation.
- Member rates for EB registration fee. (All speakers and attendees must register for the EB meeting.)
- Receipt and processing of abstracts, with inclusion in *EB Program* and archived *FASEB Journal*.
- Promotion of meeting via *EB Call for Papers*, *EB Program*, AAA Web site, *AAA Newsletter*, and other AAA promotional efforts.
- AAA staff support, to include:
 - Abstract submission assistance and follow-up.
 - Advance work with speakers regarding logistics.
 - Assistance with promotional activities (Web, newsletter, mailings, e-mail).
 - Full on-site assistance with meeting logistics and trouble-shooting.
- Mini-meeting organizers will be responsible for:
 - Audio-visual equipment (beyond "standard" package noted above) and posterboards.
 - Catering costs, if requested.
 - Arrangements and costs of any off-site activities (not held at either the San Diego Convention Center or an EB hotel).

Benefits to Mini Meeting Attendees

Mini-meeting attendees will receive the *EB Program* and the *FASEB Journal*, which include all EB abstracts. They can attend:

- All EB scientific sessions
- EB Exhibit
- EB Poster Sessions
- AAA keynote session and awards lectures
- AAA Socializer
- AAA Education and Teaching Program
- EB Career Center, including workshops and employment opportunities
- Young Experimental Scientists (YES) Socializer
- AAA Banquet (ticket required)

MINI MEETING PROPOSAL APPLICATION

Title of proposed mini-meeting _____

SECTION ONE

Organizer Information:

Name _____
Department _____
Institution _____
Address _____
City,State,Zip _____

Phone _____
Fax _____
Email _____

Co-organizer Information (if applicable):

Name _____
Department _____
Institution _____
Address _____
City,State,Zip _____

Phone _____
Fax _____
Email _____

SECTION TWO

Session 1 Title/Topic _____

Speaker 1 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 2 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 3 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 4 Name _____
Department _____
Institution _____
Email _____
Topic _____

Session 2 Title/Topic _____

Speaker 1 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 2 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 3 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 4 Name _____
Department _____
Institution _____
Email _____
Topic _____

Session 3 Title/Topic _____

Speaker 1 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 2 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 3 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 4 Name _____
Department _____
Institution _____
Email _____
Topic _____

Session 4 Title/Topic _____

Speaker 1 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 2 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 3 Name _____
Department _____
Institution _____
Email _____
Topic _____

Speaker 4 Name _____
Department _____
Institution _____
Email _____
Topic _____

SECTION THREE

Please provide a **one-page summary** to include the following:

1. Objectives of your proposed mini-meeting.
2. Your thoughts on why the topic is timely.
3. Your assessment of AAA member interest.
4. Have there been recent conferences on this topic? If so, where and when were the conferences held, and how many people attended?
5. From what sources will you solicit funds?
6. What is the size of the potential audience for your proposed mini meeting?
7. Which societies and disciplines will you attract?
8. Potential co-sponsors?

Send your completed Mini-meeting Proposal Application, along with your one page summary to:

Mail: American Association of Anatomists Fax: (301) 634-7965
 9650 Rockville Pike E-mail: exec@anatomy.org
 Bethesda, MD 20814

For further information, contact AAA at exec@anatomy.org or call (301) 634-7910.

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