

AAA SYMPOSIA & PLATFORM SESSIONS

	SYMPOSIA	PLATFORM
Session Format	<ul style="list-style-type: none"> ▪ 2 hours long ▪ 4 invited talks <p>Organizer may present, but generally just handles intros/wrap-up/Q&A.</p>	<ul style="list-style-type: none"> ▪ 2 hours long ▪ 4 solicited abstracts ▪ 4 submitted abstracts <p>Organizer may solicit 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&A.</p>
Funding and Reimbursement	<ul style="list-style-type: none"> ▪ Abstract fee waived for all speakers. ▪ AAA registers & pays registration fee for organizers and 4 speakers. ▪ AAA allocates \$3,500 to defray travel expenses. ▪ Absolutely no honoraria. 	<ul style="list-style-type: none"> ▪ Abstract fee reimbursed for up to 4 solicited abstracts ▪ <u>No travel expenses</u> for organizers or speakers unless outside funding was received. ▪ AAA registers & pays registration fee for organizer <u>only</u>. ▪ Absolutely no honoraria
Organizer Duties	<ul style="list-style-type: none"> ▪ Understand your role as an organizer, including deadlines and what AAA does/does not provide. ▪ Provide AAA with full contact information and a symposium session title to be used in the <i>Call for Papers</i>. ▪ Provide AAA with the names, contact information, and talk titles for the four invited speakers. ▪ Set and communicate deadlines to your speakers. ▪ If desired, solicit additional funding following AAA guidelines. ▪ Determine how to allocate travel support for your speakers. 	<ul style="list-style-type: none"> ▪ Understand your role as an organizer, including deadlines and what AAA does/does not provide. ▪ Provide AAA with full contact information and a platform session title to be used in the <i>Call for Papers</i>. ▪ Provide AAA with the names, contact information, and talk titles for up to 4 solicited platform talks. ▪ Select an additional 4 abstracts from the submissions received. ▪ If desired, solicit additional funding following AAA guidelines. ▪ If received, determine how to allocate travel support for your speakers.
Deadlines for Speakers	<p>June 3: Submit talk title and full contact information to the organizer.</p> <p>October 25: Submit electronic abstract via special AAA submission process.</p>	<p>August 1: Submit talk title and full contact information to the organizer.</p> <p>October 25: Submit electronic abstract.</p>
Deadlines for Organizers	<p>June 3: Submit symposium title plus names, contact info & talk titles for speakers and organizer.</p> <p>August 1: Submit Budget Allocation Sheet</p>	<p>June 10: Submit platform session title, organizer contact info</p> <p>August 1: Submit names, contact info, talk titles for up to 4 solicited speakers.</p>
Hotel/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.
Registration	AAA will register and pay the registration fee for organizers and 4 speakers.	<ul style="list-style-type: none"> ▪ AAA will register the organizer and pay registration fee. ▪ Speakers are responsible for their own meeting registration ▪ Speaker registration fees are not reimbursed.

INTERESTED IN ORGANIZING A SYMPOSIUM OR PLATFORM SESSION?

GO TO <https://www.anatomy.org/i4a/pages/index.cfm?pageid=120> for the *Symposia/Platform Proposal Form*