### Session Format

- Each symposia is 1.5 hours long
- 3 invited talks (30 min. each)*

*Chair may present or just handle intros/wrap-up/Q&A.

### Funding and Reimbursement

- Abstract fee waived for invited speakers.
- AAA registers and pays registration fee for Chair and invited speakers (4 max)
- AAA allocates up to $3,000 in travel reimbursement to defray travel expenses.
- No honoraria or additional funding.

### Chair Duties

- Understand your role as a Chair, including deadlines and what AAA does/does not provide.
- Provide AAA with full contact information and a symposium session title.
- Provide AAA with the names, contact information, and talk titles for the invited speakers.
- Set and communicate deadlines to your speakers.
- Determine how to allocate travel support for Chair and speakers.
- Keep session on time and maintain the speaker order that is published in the final program.

### Deadlines for Chairs (Tentative)

- **July 30:** Confirm speakers and session title
- **Aug 31:** Submit contact information for invited speakers
- **September 16:** Submit session summary (short description for marketing purposes)
- **March 1:** Submit Budget Allocation and inform speakers of their reimbursement budget.
- **2 weeks after meeting:** Submit travel reimbursement form

### Deadlines for Speakers

- **Aug 25:** Submit talk title and full contact information to the Chair.
- **November 1:** Submit electronic abstract via special AAA submission process.
- **2 weeks after meeting:** Submit travel reimbursement form

### Hotel/Travel Arrangements

- All Chairs and speakers are responsible for making their own hotel and travel arrangements.

### Registration

- AAA will register and pay the registration fee for Chairs and invited speakers (not to exceed 4 people).
- Remaining speakers are responsible for their own meeting registration and are not reimbursed.

### AAA Symposia, Hybrid-Symposia & Platform Sessions for EB

<table>
<thead>
<tr>
<th>SYMPOSIA</th>
<th>HYBRID-SYMPOSIA</th>
<th>PLATFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Each symposia is 1.5 hours long&lt;br&gt; - 1 or 2 invited talks (30 min. each)*&lt;br&gt; 2 or 4 platform talks (15 min. each) selected from submitted abstracts&lt;br&gt; Schedule can be 1 invited talk plus 4 platform talks OR 2 invited talks plus 2 platform talks&lt;br&gt; *Chair may present or just handle intros/wrap-up/Q&amp;A.</td>
<td>- Each hybrid symposia is 1.5 hours long&lt;br&gt; - 1 or 2 invited talks (30 min. each)*&lt;br&gt; 2 or 4 platform talks (15 min. each) selected from submitted abstracts&lt;br&gt; Schedule can be 1 invited talk plus 4 platform talks OR 2 invited talks plus 2 platform talks&lt;br&gt; *Chair may present or just handle intros/wrap-up/Q&amp;A.</td>
<td>- Each platform session is 1.5 hours long&lt;br&gt; - 6 platform talks (15 min. each) selected from submitted abstracts&lt;br&gt; *Chair may recruit up to 3 abstracts (great opportunity to highlight work of young faculty and students). Chair may present, but generally just handles intros/wrap-up/Q&amp;A.</td>
</tr>
</tbody>
</table>

- **Funding and Reimbursement**
  - Abstract fee waived for invited speakers.
  - AAA registers and pays registration fee for Chair and invited speaker(s). (3 max)
  - AAA allocates $1,500 in travel reimbursement to defray travel expenses.
  - No honoraria or additional funding.

- **Chair Duties**
  - Understand your role as a Chair, including deadlines and what AAA does/does not provide.
  - Provide AAA with full contact information and a hybrid-symposium session title.
  - Provide AAA with the name, contact information, and talk title for the invited speaker(s).
  - Set and communicate deadlines to your speakers.
  - Determine how to allocate travel support for Chair and invited speaker(s).
  - Keep session on time and maintain the speaker order that is published in the final program.

- **Deadlines for Chairs (Tentative)**
  - **July 30:** Confirm speakers and session title<br> **Aug 31:** Submit contact information for invited speakers<br> **September 16:** Submit session summary (short description for marketing purposes)<br> **March 1:** Submit Budget Allocation and inform speakers of their reimbursement budget.<br> **2 weeks after meeting:** Submit travel reimbursement form

- **Deadlines for Speakers**
  - **Aug 25:** Submit talk title and full contact information to the Chair.<br> **November 1:** Submit electronic abstract via special AAA submission process.<br> **2 weeks after meeting:** Submit travel reimbursement form

- **Hotel/Travel Arrangements**
  - All Chairs and speakers are responsible for making their own hotel and travel arrangements.

- **Registration**
  - AAA will register and pay the registration fee for Chairs and invited speakers (not to exceed 4 people).
  - Remaining speakers are responsible for their own meeting registration and are not reimbursed.

- **AAA registers and pays registration fee for Chair only.**
- **No travel expenses** for Chair or speakers.
- **No honoraria or additional funding.**

### Deadlines for Chairs (Tentative)

- **July 30:** Confirm speakers and session title<br> **Aug 31:** Submit contact information for invited speakers<br> **September 16:** Submit session summary (short description for marketing purposes)<br> **March 1:** Submit Budget Allocation and inform speakers of their reimbursement budget.<br> **2 weeks after meeting:** Submit travel reimbursement form

### Deadlines for Speakers

- **Aug 25:** Submit talk title and full contact information to the Chair.<br> **November 1:** Submit electronic abstract via special AAA submission process.<br> **2 weeks after meeting:** Submit travel reimbursement form

### Hotel/Travel Arrangements

- All Chairs and speakers are responsible for making their own hotel and travel arrangements.

### Registration

- AAA will register the Chair and pay registration fee.<br> **Speakers are responsible for their own meeting registration. EVERYONE must register!**<br> **Speaker registration fees are not reimbursed.**