

AAA SYMPOSIA, HYBRID-SYMPOSIA & PLATFORM SESSIONS FOR EB

	SYMPOSIA	HYBRID-SYMPOSIA	PLATFORM
SESSION FORMAT	<ul style="list-style-type: none"> ▪ Each symposia is 1 ½ hours long ▪ 3 invited talks (30 min. each)* <p><i>*Chair may present or just handle intros/wrap-up/Q&A.</i></p>	<ul style="list-style-type: none"> ▪ Each hybrid symposia is 1 ½ hours long ▪ 1 or 2 invited talks (30 min. each)* ▪ 2 or 4 platform talks (15 min. each) selected from submitted abstracts ▪ Schedule can be 1 invited talk plus 4 platform talks OR 2 invited talks plus 2 platform talks <p><i>*Chair may present or just handle intros/wrap-up/Q&A.</i></p>	<ul style="list-style-type: none"> ▪ Each platform session is 1 ½ hours long ▪ 6 platform talks (15 min. each) selected from submitted abstracts* <p><i>*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&A.</i></p>
FUNDING AND REIMBURSEMENT	<ul style="list-style-type: none"> ▪ Abstract fee waived for invited speakers. ▪ AAA registers and pays registration fee for Chair and invited speakers. ▪ AAA allocates up to \$3,000 in travel reimbursement to defray travel expenses. ▪ No honoraria or additional funding. 	<ul style="list-style-type: none"> ▪ Abstract fee waived for invited speaker(s). ▪ AAA registers and pays registration fee for Chair and invited speaker(s). ▪ AAA allocates \$1,500 in travel reimbursement to defray travel expenses. ▪ No honoraria or additional funding. 	<ul style="list-style-type: none"> ▪ Abstract fee reimbursed for up to 3 recruited abstracts ▪ AAA registers and pays registration fee for Chair only. ▪ No travel expenses for Chair or recruited speakers unless outside funding was received. ▪ No honoraria or additional funding.
CHAIR DUTIES	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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 speaker(s). ▪ Keep session on time and maintain the speaker order that is published in the final program. 	<ul style="list-style-type: none"> ▪ Understand your role as a Chair, including deadlines and what AAA does/does not provide. ▪ Provide AAA with full contact information and a platform session title. ▪ Provide AAA with the names, contact information, and talk titles for up to 3 recruited platform talks. ▪ Select an additional abstracts from the submissions received. ▪ Keep session on time and maintain the speaker order that is published in the final program.
DEADLINES FOR CHAIRS (TENTATIVE)	<p>June 30: Confirm Chair contact info and symposium title</p> <p>Jul 30: Submit Invited Speaker Information and talk titles.</p> <p>September 16: Submit session summary (short description for marketing purposes)</p> <p>January 30: Submit Budget Allocation Sheet and inform speakers of their reimbursement budget.</p> <p>2 weeks after meeting: Submit travel reimbursement form</p>	<p>June 30: Confirm Chair contact info and symposium title</p> <p>Jul 30: Submit Invited Speaker Information and talk titles.</p> <p>September 16: Submit session summary (short description for marketing purposes)</p> <p>Late November: Select abstracts to be programmed in your session.</p> <p>January 30: Submit Budget Allocation Sheet and inform speakers of their reimbursement budget.</p> <p>2 weeks after meeting: Submit travel reimbursement form</p>	<p>October 1: Submit contact information for up to 3 recruited speakers.</p> <p>Late November: Select abstracts to be programmed in your session.</p>
DEADLINES FOR SPEAKERS	<p>July 28: Submit talk title and full contact information to the Chair.</p> <p>November 3: Submit electronic abstract via special AAA submission process.</p> <p>2 weeks after meeting: Submit travel reimbursement form</p>	<p>July 28: Submit talk title and full contact information to the Chair.</p> <p>November 3: Submit electronic abstract via special AAA submission process.</p> <p>2 weeks after meeting: Submit travel reimbursement form</p>	<p>November 3: Submit electronic abstract, then submit abstract fee reimbursement request to AAA.</p>
HOTEL/TRAVEL ARRANGEMENTS	<p>All Chairs and speakers are responsible for making their own hotel and travel arrangements.</p>	<p>All Chairs and speakers are responsible for making their own hotel and travel arrangements.</p>	<p>All Chairs and speakers are responsible for their making own hotel and travel arrangements.</p>
REGISTRATION	<p>AAA will register and pay the registration fee for Chairs and invited speakers (not to exceed 4 people).</p>	<ul style="list-style-type: none"> ▪ AAA will register and pay the registration fee for Chair and invited speakers. ▪ Remaining speakers are responsible for their own meeting registration and are not reimbursed. 	<ul style="list-style-type: none"> ▪ AAA will register the Chair and pay registration fee. ▪ Speakers are responsible for their own meeting registration. EVERYONE must register! ▪ Speaker registration fees are not reimbursed.