



AMERICAN ELASMOBRANCH SOCIETY SYMPOSIUM /WORKSHOP PROPOSAL

Symposia/workshops (hereinafter referred to collectively as symposia) are important components of the Annual Meeting. These components provide useful information to the membership of AES and contribute to a compelling and interesting experience. To provide a clear process the following set of guidelines has been developed.

APPLICATION PROCESS

Please use application format found on pages 2 and 3 for submitting a symposium funding request. Applications must contain all requested information and must be submitted to the Chair of the AES Grant Committee no later than **5pm March 1** of the year **prior** to the annual AES meeting the proposed symposium is to be held (i.e., 2009 symposia proposals are due March 2008). Organizer(s) of proposed symposia must be **AES Member(s) in Good Standing** at the time of proposal submission and during the subsequent year. This means that AES membership dues must be paid by January 1st.

SYMPOSIUM PROPOSAL REVIEW PROCESS

1. Completed proposals received by Grant Committee Chair by March 1
2. Proposals distributed to the members of the Grant Committee by ~ March 15 for review.
3. Chair of Grant Committee collects comments and rankings of proposals by March 30.
4. Consensus ranking is redistributed to Grant Committee for review and final comment.
5. Grant Committee selects a maximum of two proposals for each Annual Meeting by 15 April.
6. All Symposia Organizers are notified of acceptance or rejection by 30 April.
7. Grant Committee requests approval for funding of proposal(s) from President of AES. Total funds available for support of symposia for subsequent year are determined at AES Executive Committee annual meeting.

RESPONSIBILITIES OF THE SYMPOSIUM ORGANIZERS

1. Work with the participants to obtain titles and abstracts. Abstracts **MUST** be submitted to the ASIH meeting by the Annual Meeting abstract deadline using announced ASIH abstract submission procedures.
2. Develop and submit schedule for symposium to the AES Local Chair for that year's annual meeting by 1 March (year of the meeting). This includes the order, length (15 or 30 minutes), and scheduled times for all talks. Symposium Organizers must provide the names of the moderators for the symposium at the same time.

AMERICAN ELASMOBRANCH SOCIETY SYMPOSIUM APPLICATION

Application must contain the following information:

1) Title (or topic) of proposed symposium

2) Name of Symposium organizer, co-organizer(s) and their contact information
(e-mail address and phone numbers)

3) Symposium details

Provide a clear, concise summary of the proposed symposium of no more than 1000 words. Highlight the specific research and scientific questions to be addressed and how they benefit AES. (Please do not summarize the nature of individual speakers or their talks in the summary).

4) Proposed speakers

Provide a list of people that you have already invited or intend to invite to speak at the symposium. Please indicate whether this person has agreed to speak (e.g. not contacted, tentatively agreed or agreed). Provide contact information for each speaker.

5) Length of symposium

Indicate length of symposium (1/2 day, 1 day, etc.) - keep in mind the preference is for a one-day symposium with a likely maximum (in rare situations) of 2 days. AES talks are generally 15 minutes in length (12 for speaking and 3 for question-answer). If you plan to alter the time given to each speaker, you must provide a written statement explaining the necessity for longer speaker times.

6) Funding requested

Amount of money you are applying for from AES: \$_____(\$1000 maximum)

Have you applied (or will you be applying) for funds from other sources? If yes, please list them and the amount of your request.

What are AES funds to be used for (Please include a detailed budget)?

Speaker travel _____

Publication costs _____

Other (explain) _____

7) **Publication**

If AES funding is to assist with publication costs, please give the name of candidate journals or the journal that you have contacted about publishing the symposium papers. Please also provide the name and contact information for the person and the journal that you have spoken to at the journal.

What is your estimated time frame for the publication of your symposium papers?

COMPLETED PROPOSALS MUST BE SENT TO THE CHAIR OF THE GRANT COMMITTEE NO LATER THAN MARCH 1 OF THE YEAR PRIOR TO THE ANNUAL MEETING OF THE PROPOSED SYMPOSIUM (i.e., 2009 symposia proposals are due March 1, 2008).

Submit applications to:

Jim Gelsleichter
Chair, AES Grant Committee
Mote Marine Laboratory
1600 Ken Thompson Parkway
Sarasota, FL 34236
Email:jimg@mote.org

**email submission is preferred.