

ASPET 2022 Annual Meeting - Symposium Proposal Process

SCREENSHOTS OF A SAMPLE FORM

To complete this from:

Start at www.aspet.org, login as a member, then follow instructions to navigate to submission portal.

EXAMPLE ONLY

Please use this to familiarize yourself with the questions before beginning. All proposals must be submitted online through the ASPET Submission Portal.

ASPET 2022 Session Proposals

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Session Proposal for the:
ASPET Annual Meeting at Experimental Biology 2022
April 2-5, 2022, Philadelphia, PA

SESSION TITLE *
Character count: 0 / 90
(Less than 75 characters is preferred. Please capitalize the first letter of each major word.)

Select the topical areas that best fit your proposed session content *

Multiple topics can be selected if applicable. See note below for guidance.

- Behavioral Pharmacology
- Cancer Pharmacology
- Cardiovascular Pharmacology
- Drug Discovery and Development
- Drug Metabolism and Disposition
- Molecular Pharmacology
- Neuropharmacology
- Pharmacology Education
- Toxicology
- Translational and Clinical Pharmacology
- Career / Professional Development
- Other:

Please note: *Proposals appealing to multiple topic areas are encouraged; however, be sure you **only** select topics applicable to your session content so that it can be assigned to the most appropriate reviewers.*

For descriptions of the topical areas, please see link below.

<https://aspet.secure-platform.com/a/page/Divisions>

SESSION OBJECTIVES / DESCRIPTION *

Provide a brief description for the review committees. Include: overall objectives of the symposium, the timeliness of the topic, and its broad appeal for ASPET members and the wider EB audience. (250 word limit)

Word count: 0 / 250

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FORMAT *

Which of the following describe the format of your session (check all that apply).

The Program Committee is exploring the idea of a handful of non-lecture style sessions. If your format idea is not on the list below, please check "Other" and describe.

- Invited speakers each giving lectures followed by Q&A
- Short talks pulled from abstract submissions
- Panel discussion of invited speakers
- "Empty seat" panel discussion where one seat rotates to volunteers from the audience
- Case study presentations with attendees weighing in on predicted outcomes
- Small group discussions or problem-solving by audience members
- Moderator interviewing experts ("Late Night" style)
- Debate format with audience voting on "winner"
- Rapid-fire learning with 5 minute talks and limits on the number of slides
- Speakers available after the session for one-on-one discussions with audience members.
- Related posters identified by chairs for discussion in poster hall before/after symposium
- Physical stretch break mid-session to rejuvenate audience (example: 3-5 minutes)
- Mid-session break(s) with music or art to reset attention spans
- Flipped classroom with pre-session assignment for attendees
- Other:

FORMAT DETAILS *

Please describe how specifically you plan to allocate the time for your session with the specific number of minutes identified for introductions, speaker talks, Q&A, etc.

One example for a 90 minute session: 5 minute introduction by chairs, then each of 3 speakers to have a 20 minute talk plus 5 minutes Q&A. Remaining 10 minutes filled with an abstract-based speaker.

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NON-STANDARD SET-UPS

Please describe any **non-standard** needs your session may require for room set up or audio visual.

"Standard set up" assumes an in-person meeting with the room set in theater-style rows of chairs, stage with headtable for 3, a projector, a presentation PC laptop, and microphones at the podium, headtable, and in the audience. At this time, it does not include internet access. Due to our partnership with the other EB societies and limited budget, we cannot guarantee that non-standard sets and audio visual can be accommodated.

VIRTUAL FORMAT

At this time, EB is planning to hold EB 2022 **in-person** in Philadelphia using the recommended safety protocols for conferences that are in place at the time of the meeting. Given the uncertainty about the length of the pandemic and when national and international travel may safely resume to a robust level, ASPET and EB may shift sessions and/or speakers to an online format. We ask your flexibility as these decisions are made closer to the conference dates.

If a shift to an online format for your session would significantly impact the session as you have proposed it either positively or negatively, please describe concerns below.

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SPEAKERS

ASPET is committed to diversity and encourages proposals to include diversity among speakers. Please consider gender, racial/ethnic background, career stage, and employment type (e.g., academia, government, industry) when choosing your speakers.

No more than one speaker (or chair) should be from the same company/institution. Chairs may also be speakers but it is not required.

Proposals for traditional lecture-style symposia of 90 minute length are limited to 3 invited speakers unless justification for such is pre-approved. Abstract-based talks by students/postdocs are not counted in the speaker limit of 3 and are encouraged.

Speaker #1 First Name *

#1 Middle Initial

#1 Last Name *

#1 Company / Institution *

#1 Job Title

#1 Talk Title *

#1 Description of Talk

#1 Email

#1 Willingness to Speak *

Has this speaker given you provisional agreement to participate in this session should it be selected by the Program Committee?

- Yes
 No
 Response from speaker is pending

#1 Alternate

If this speaker is not available, what is your plan for an alternate?

(Note: If your first choice speakers are proposed in other sessions, you may be asked to select from your alternates.)

ENTER INFORMATION FOR SPEAKER # 2

#2 First Name *

#2 Middle Initial

#2 Last Name *

#2 Company / Institution *

#2 Job Title

#2 Talk Title *

#2 Talk Description

#2 Email

#2 Willingness to Speak *

Has this speaker given you provisional agreement to participate in this session should it be selected by the Program Committee?

- Yes
 No
 Response from speaker is pending

#2 Alternate

If this speaker is not available, what is your plan for an alternate?

(Note: If your first choice speakers are proposed in other sessions, you may be asked to select from your alternates.)

ENTER INFORMATION FOR SPEAKER # 3

#3 First Name *

#3 Middle Initial

#3 Last Name *

#3 Company / Institution *

#3 Job Title

#3 Talk Title *

#3 Talk Description

#3 Email

#3 Willingness to Speak *

Has this speaker given you provisional agreement to participate in this session should it be selected by the Program Committee?

- Yes
 No
 Response from speaker is pending

#3 Alternate

If this speaker is not available, what is your plan for an alternate?

(Note: If your first choice speakers are proposed in other sessions, you may be asked to provide alternate speakers.)

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Do you plan to include abstract-based talks by students/postdocs? *

- Yes
 No

Additional Speakers

This proposal form assumes 90-minute sessions. If we are able to extend some sessions to 120-minutes and you would be interested in the additional time, how would you fill it?

Have the proposed chairs or speakers presented similar talks in the past 2 years? *

See sortable list of [past ASPET symposia and speakers](#)

- Yes, for ASPET
 Yes, at EB but not for the ASPET program
 No

ASPET Membership

Although membership in ASPET is not a requirement for speakers, it is encouraged. To determine membership of your proposed speakers: [Find A Member](#)

Session chairs are expected to reach out to non-member speakers to encourage them to join ASPET.

Please comment below on the status of your proposed speakers' membership.

EXAMPLE ONLY

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PLEASE CALCULATE YOUR SPEAKER DEMOGRAPHICS

(Only include chairs in your counts if they are also giving talks)

of male speakers

of female speakers

Career Stage:

of student / postdoc speakers

of speakers in early or mid-career stage

of senior scientists speaking

Employment Type:

of speakers from academia

of speakers from government

of speakers from industry

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CHAIRS

Only one chair is required. If there are multiple chairs, at least one must be an ASPET member.

Chair # 1 Contact Details (ASPET member)

First Name *

Last Name *

Institution *

Email Address *

Phone # *

Chair # 2 Contact Details (if applicable)

First Name

Last Name

Institution

Email

Phone #

Is this the first time you or your co-chair has submitted a session proposal to ASPET (any topic)? *

- Yes
 No

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INFO FOR PROMOTIONS

If selected to be on the final program, the below information will be published about your session on the ASPET and EB websites.

Session Description for Website *

Provide a clear, succinct synopsis of your session **as it would appear in the online Program on the ASPET and EB websites**. (100-word limit)

You do NOT need to repeat the session title, speaker names or talk titles because they will already appear in the online session listing.

Word count: 0 / 100

Short Description for Social Media *

Please provide a 1-2 sentence description of your session suitable for Social Media. This description would appear without your session title so it's appropriate to include parts or all of it. (280 character limit)

Character count: 0 / 280

Chair #1 - Photo

Please upload a photo of the chair for use on the ASPET website promoting the meeting.

No file chosen

Chair #2 - Photo

Please upload a photo of the chair for use on the ASPET website promoting the meeting.

No file chosen

EXAMPLE ONLY

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BUDGET

Financial Assistance from ASPET for EB 2022 Sessions *(Subject to change)*

No honoraria are provided for speakers or chairs.

Limited funds are available to supplement a portion of expenses. For accepted sessions at an in-person conference, chairs will be given a fixed budget of **\$3,000** for their session that can be used to cover a portion of speaker travel expenses (within the parameters outlined below), non-standard audio visual, and non-standard session room set-ups. In addition to the \$3,000, ASPET will pay for the EB registration fees for any speaker or chair who gives at least a 20-minute talk within the session.

For the purposes of ASPET funding, speakers and chairs at all career levels must give at least a 20-minute talk in order to be eligible for travel reimbursements and for complimentary registration. If the speaker is also moderating a panel or serving as a discussion group facilitator, the time for that activity may be included. Question and answer time does not count in the 20 minutes.

From the \$3,000 session budget, chairs may allocate up to \$100 of travel reimbursements for a local speaker, up to \$500 for a US/Canada based speaker, and up to \$1,000 for an overseas speaker. Funds may not be used for group dinners or lunches, but meals can be reimbursed separately per [ASPET travel policies](#).

Our funding policies reflect ASPET's not-for-profit tax status and mission. We are aware that it does not fully cover all speaker travel expenses. Our intention is to defray the costs to assist participants with obtaining approval and funding from their employers.

Speaker # 1 *

Travel budget allocation

Speaker # 2 *

Travel budget allocation

Speaker # 3

Travel budget allocation

Other

Please describe other budget allocations such as non-standard audio visual, etc.

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ASPET JOURNALS

If the work presented in this session has potential for submission in an ASPET journal, please check below and we'll have an editor contact you for further discussion.

For more information about our journals, link here: <https://www.aspet.org/publications/>

- Drug Metabolism and Disposition
- The Journal of Pharmacology and Experimental Therapeutics
- Molecular Pharmacology
- Pharmacological Reviews
- Pharmacology Research & Perspectives

CHAIR RESPONSIBILITIES *

If accepted on the final ASPET program, I understand that as chair, I will be expected to:

- Secure the participation of all proposed speakers within the time lines given at the time of acceptance on the final program (preliminary estimate is that you'll have 3 weeks during July 2021).
- Hold at least one pre-meeting conference call with your speakers to ensure understanding of the objectives of the session, the flow of the material being presented, and other details. (ASPET recommends 2-3 calls with your speakers individually or as a group from July 2021 to March 2022)
- Mentor any young scientists (students/postdocs) among your speakers on their presentations
- Reach out to any speakers or co-chairs who are not ASPET members and invite them to join ASPET.
- Arrive at least 30 minutes in advance of your session and stay for the entire session.
- Keep the session on time per the final published schedule.

I also understand that all co-chairs listed are expected to have an active role in the development, organization, and onsite presentation of the symposium.

I understand my responsibilities above

DATA COLLECTION *

The data collected in this online form will be used by ASPET for the purposes of communicating with you and your speakers about your session, advertising final accepted symposium in print and online, creating a mobile app to help attendees navigate the EB program, registering for complimentary EB badges, and communicating related EB and ASPET opportunities. Personal data will be maintained no longer than is necessary for the above listed activities.

You may withdraw consent at any time by emailing meetings@aspet.org. Please provide your application ID# when doing so.

I understand

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COMMENTS

We realize that online forms don't always capture everything you may want to say about a proposal.

If you have any other comments for the program committee that have not been covered elsewhere, you may use the space below:

(Answer not required.)

What happens next?

After submitting this form, it will be reviewed by representatives from the divisions whose topic areas you indicated on the first page of this form. They will score your proposal based on the [criteria outlined here](#). You may be asked for additional information from the reviewers prior to the division representative presenting the proposals to the full Program Committee at their meeting in June, 2021.

You will be notified by July 1, 2021 whether your proposal was selected for presentation at the ASPET Annual Meeting at EB 2022.

To submit your proposal, please press "Save and Finalize" below.

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