



GUIDELINES FOR ASPET SPONSORSHIP OF REGIONAL CHAPTER AFFILIATE MEETINGS

Revised October 3, 2018

ASPET affiliated chapters are able to apply for financial support of up to \$5,000/year for their annual meeting. This support may be used to help defray meeting costs such as 1) student awards and 2) registration and travel for non-local speakers. **ASPET funds may not be used to pay for honoraria** as ASPET policy does not provide for honoraria for its own meetings. Regional Chapter Affiliates are encouraged to invite local undergraduate students to these meetings.

The following guidelines describe the process for review and approval of requests for funding from ASPET.

Criteria for Consideration

1. Request must be for the primary annual meeting of the regional Chapter affiliate.
2. The meeting will not compete with any other ASPET meeting (e.g. EB) in terms of the meeting dates, and in terms of the subject matter within the same calendar year.

Application Process

1. Proposals may be submitted by ASPET members only.
2. The application form must be completed in full. The summary section may include a “nearly final” outline of titles and speakers. Append any supportive documents (e.g., preliminary draft of program announcement, call for abstracts, surveys, CME forms, etc.). Keep the “Summary” and “Budget” sections to a total of two pages (1 page for each section).
3. Applications should be submitted via e-mail to the Meetings Department at **meetings@aspet.org**.
4. Applications **must** be received **30 days prior to the ASPET Annual Meeting at Experimental Biology** for meetings scheduled June through November and by **November 1** for meetings scheduled December through May so that the Program Committee may review them at their next regularly scheduled meeting.

Pre-Meeting

1. ASPET will assist you with registration. Complete the CHAPTER MEETING REGISTRATION & WEBSITE REQUEST FORM found at the end of this document and return to membership@aspet.org.
2. ASPET will advertise your meeting in the *ASPET NewsBrief* and *The Pharmacologist*. Submit your ad and/or meeting article to *The Pharmacologist* production team, membership@aspet.org by the submission deadline.
 - a. *The Pharmacologist* Submission Deadlines:
 - March Issue – January 31
 - June Issue – April 30
 - September Issue – July 31
 - December Issue – October 31

Evaluation and Awards

1. Applications will be reviewed by the Program Committee upon receipt of the application. Meetings will not be funded after the fact.
2. Proposals will be evaluated both programmatically and strategically by the Program Committee. There is no guarantee that the entire \$5,000 will be approved.
3. Recommendations for funding above the \$5,000/proposal ceiling will be forwarded to ASPET Council, which has the authority to commit funds in excess of the ceiling.
4. ASPET Council has the authority to permit exemptions to the above on a case-by-case basis (e.g., the dollar amount may be changed, depending on the number of applicants and availability of funds in a given year).
5. Approval notification and funding awards will occur within 30 days after the ASPET Program Committee decision.

Post-Meeting

1. Within 60 days following the meeting, the meeting organizing committee is responsible for sending to ASPET:
 - a. Copy of the final program of the meeting
 - b. Accounting of how the ASPET funds were spent
 - c. Summary of the audience evaluations (if available)
 - d. Breakdown of attendees (students, postdocs, other)
 - e. Summary article of event with high resolution pictures for inclusion in *The Pharmacologist*. Please see above for submission deadlines.

ASPET FUNDING REQUEST

Title of Meeting: _____

Proposed Meeting Location: _____

Date & Time: _____

Contact person/Requesting individual:

Name: _____

Address: _____

Telephone: _____ **Fax:** _____

E-mail: _____

Name of Sponsoring Organization (if applicable):

Amount Requested: \$ _____

Signatures and Dates:

Contact person/requesting individual

Date

ASPET Office Use Only:

Program Committee Action: _____ **Date:** _____

Meeting Summary

1. Is this the Chapter's annual meeting? Yes No
2. How long is the meeting? _____
3. **ATTACH** a preliminary program with names of all proposed speakers, institutional affiliation and titles of talks.

Attendance

1. Who is the audience for this meeting? (more than one category can be marked)

undergraduate studentsgraduate studentspostdoctoral fellows

academic researchersindustrial researchers

other, please specify _____
2. Will undergraduates be included? Yes No
3. What is the relative percentage of students that historically attend this meeting? _____

Awards

1. Will there be travel awards for students? Yes No

For postdocs?YesNo
2. Will there be poster/oral awards for students? Yes No

For postdocs?YesNo

Funding Summary

1. **ATTACH** a preliminary budget for the entire meeting.
2. If available, attach a copy of the final budget for the previous year's meeting.
3. Are there differential registration fees for students and trainees? Yes No

If so, what are they?
Faculty/industry: \$ _____ Postdoctoral: \$ _____ Graduate/undergraduate: \$ _____
4. Specifically how will ASPET's funds be used? (ASPET funds may not be used for honoraria)
5. Has funding been requested from other sources? Yes No

If yes, identify sources and amount requested:

6. Has funding been obtained from other sources? Yes No

If yes, identify sources and amount obtained:

Funding Acknowledgement

1. How will ASPET be recognized for the funding contribution? (i.e. logo on website, program book, slides, signage, etc.)

2. What will be done to encourage ASPET membership and promote ASPET activities? (i.e. inclusion of brochures in registration packets, distribution of flyers, etc.)

Print completed form and email to: meetings@aspet.org



CHAPTER MEETING REGISTRATION & WEBSITE REQUEST FORM

Chapter Name: _____

Event Title: _____

Event Description: _____

Meeting Location: _____

Meeting Date(s): _____

Meeting Start Time(s): _____

Meeting End Time(s): _____

Event Contact Name: _____

Event Contact Email: _____

Event Contact Phone: _____

Event Contact Address: _____

REGISTRATION INFORMATION

Requested Registration Open Date: _____

Requested Registration Close Date: _____

Will On-site Registration be available? _____

What payment types are accepted onsite? _____

Will you be offering an early registration discount rate? _____

Requested Early Registration Close Date: _____

Maximum Number of Attendees: _____

Registration Details:

Registration Types:	Early Reg. Cost:	Online Reg. Cost:	Onsite Reg. Cost:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Required Information for Website:

- Meeting Description
- Program Information
- Directions/Parking Information
- Abstract Submission information

Additional information may be required by ASPET staff to complete the website and registration set up.