

# ASPET 2020 Annual Meeting - Symposium Proposal Process

## SCREENSHOTS OF A SAMPLE FORM

To complete this from:

Start at [www.aspet.org](http://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 2020 Symposium Proposals

Manage Collaborators

Title / Description → [Speaker Information](#) → [Chair Information](#) → [Final Submission](#)

**Symposium Proposal for the:**  
**ASPET Annual Meeting at Experimental Biology 2020**  
**April 4-7, 2020, San Diego, CA**

### SYMPOSIUM TITLE \*

Character count: 0 / 90

(Less than 75 characters is preferred. Please capitalize the first letter of each major word.)

### PROPOSED SESSION TYPE \*

There are options to design a symposium for either 90 or 120 minutes in length. If your session can be adjusted for either length, please indicate that.

(select) ▼

- (select)
- Prefer a 120 minute symposium
- Prefer a 90 minute symposium
- Can adjust content to either length

**Select the division 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 division topical areas, please see link below.

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

**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):

- Invited speakers each giving 20-30 minute lectures
- 10-15 minute talks pulled from abstract submissions
- Q&A after each speaker
- 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
- Group discussions or problem-solving by audience members (may or may not be reported out)
- Moderator interviewing experts
- Debate format with audience voting on "winner"
- Rapid-fire learning with 5 minute talks and limits on the number of slides
- TED-style talks
- Physical stretch break mid-session to rejuvenate audience and promote brief discussion of topic presented prior to break (example: 3-5 minutes)
- Speakers available in ASPET member lounge after session for additional one-on-one discussions
- Related posters identified by chairs for discussion in poster hall before/after symposium
- Other:

Save

Save and Next

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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 level, 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.

If you will be including abstract-based student/postdoc speakers, please write "TBD-abstract-based speaker" in place of the speaker's name.

This form allows entry of up to 6 proposed speakers. If you need more than that, please contact ASPET at [meetings@aspet.org](mailto:meetings@aspet.org).

Speaker #1 First Name \*

#1 Last Name \*

#1 Middle Initial

#1 Company / Institution \*

#1 Job Title

#1 Talk Title \*

#1 Description of Talk

#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 symposia, you may be asked to select from your alternates during Round 2.)

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**Additional Speaker(s)**

- Check here to add next speaker
- Check here if you are done adding speakers

**ENTER INFORMATION FOR SPEAKER # 2**

**#2 First Name \***

**#2 Last Name \***

**#2 Company / Institution \***

**#2 Job Title**

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**#2 Talk Title \***

**#2 Talk Description**

**#2 Alternate**

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

(Note: If your first choice speakers are also proposed in other symposia, you may be asked to select from your alternates during Round 2.)

**Additional Speaker(s) \***

Do you have additional speakers to add?

- Yes

**Continue completing above info for all proposed speakers**

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

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

Please let us know at which meeting, the talk title, and describe what (if anything) will make this presentation different.

#### ASPET Membership

Although membership in ASPET is not a requirement for speakers, it is encouraged.

As part of the role of the symposium chair, you will be responsible for reaching out to any non-member speakers to encourage them to join ASPET.

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

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**PLEASE CALCULATE YOUR SPEAKER DEMOGRAPHICS**

(Only include chairs if they are also speaking)

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**# of male speakers**

**# of female speakers**

Career Level:

**# of student / postdoc speakers (including any slots held for later selection of junior speakers from abstract submissions)**

**# 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**

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 # \*

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## CHAIR 2

### Contact Details

**First Name**

**Last Name**

**Institution**

**Email**

**Phone #**

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

- Yes  
 No

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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.)

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## Survey (Q1)

Did you find this online proposal system easy to use?

- Yes  
 No

## Survey (Q2)

If you have any comments about the symposium proposal process to help us in designing future proposal systems, please include below.

## 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. 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 on April 10, 2019.

By April 22, 2019 you will be notified whether your proposal was selected to move on to Round 2 reviewing.

If selected to move to Round 2, then by **May 16, 2019** you will need to obtain provisional commitments from your proposed speakers for their participation. You will also be asked to log back into this Submission Portal to provide us with additional information including complete contact info for each speaker, the length of each speaker's presentation and Q&A, 100-word description of session suitable for publication on website, travel budget allocations, and chair photos.

The final selection of symposia for the ASPET Annual Meeting at EB 2020 will take place in June 2019. You will be notified by July 1, 2019 if your symposium has been selected.

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

**<END OF SYMPOSIUM PROPOSAL FORM – ROUND 1>**

## **ROUND 2**

By **April 22, 2019** symposium proposal submitters will be notified whether their proposal has been selected for further development. If selected to move on to ROUND 2, the following information will be needed by **May 16, 2019**. ASPET will re-open the online submission portal to collect this:

- Complete contact info for each speaker (degree, institution, mailing address, email, phone)
- Provisional agreement to speak (if selected) obtained from proposed speakers.
- Speaking order of speakers within symposium
- Each speakers' length of talk and length of their Q&A
- 100-word description of symposium suitable for publication
- Upload of chair photos for publication