

## Annual Meetings Special Sessions Guidelines

Do you have a great idea for an Annual Meetings session that would interest more than your division or community? Special sessions address cross-cutting issues that appeal to a multi-organizational audience.

Funds for such sessions are allocated by the ACS732 Annual Meetings Planning Committee based on merit and how well the proposal meets the larger needs of the Societies and the sciences. The committee may recommend combining/revising proposals received. Proposals may not be fully funded due to limited funds available. Proposed sessions more appropriate to division/community processes will be referred there.

These funds are for symposium programming and are **not intended to support food, reception, awards, or other similar social functions.**

As you consider submitting a proposal for funding, keep in mind that one of the online questions will ask you for a budget in addition to listing your outside funding. While you are strongly encouraged to seek outside funding, it is a requirement of this program that you coordinate all outside funding requests first through the ASA, CSSA, and SSSA Sales Coordinator, Dave Kathe. He can be reached at (630) 841-8804 or [dkathe@glminc.com](mailto:dkathe@glminc.com).

### Fund Guidelines

1. A Special Session is a session/symposium presented at the Annual Meetings that does not fit into a division/community program. It is typically broader in scope, and the interest and subject matter may cross multiple divisions, communities, or societies.
2. The opportunity to present a special session is open to members and nonmembers.
3. To propose a special session, please go to <https://www.acsmeetings.org/submit-special-sessions> and complete the online application. Please have the following information ready when you start the online submission:
  - a. Name of session.
  - b. Purpose of session.
  - c. Length of session.
  - d. Outline of session including topics, etc.
  - e. Description and size of intended audience.
  - f. Preferred date and time.
  - g. The Society(ies) or division(s) that have agreed to cosponsor the proposed session.
  - h. Contact person (name, address, phone, and email).
  - i. Detailed budget for session (including travel, lodging, per diem, audio/visual, etc.).
  - j. All sources of confirmed and proposed outside funding, detailing the total amount of support for the proposed session. *Note: The committee closely reviews your efforts and ability to secure outside funding.*
4. All proposals will be reviewed by the committee shortly after the deadline. Allocations will be determined at this time. You will receive notification as to whether your proposal has been accepted and the level of funding allocated.
5. All special sessions shall be treated similarly to community/division programming. Organizers will have time to prepare an announcement of their accepted session for publicizing in *CSA News*. Deadlines are strictly enforced.

6. Accepted proposals will receive a special link from the staff in the Department of Meetings and Conventions allowing authors to submit their abstracts to the newly formed special session.
7. Abstracts will be required for all speakers and must be submitted by the final abstract submission deadline. Abstract fees will be waived for both member and nonmember invited speakers by entering them through a special link. Registration fees will only be waived for nonmember invited speakers and any additional funding received may not be used for member registrations.

### **Helpful Proposal Tips:**

- Highly detailed proposals are more likely to be accepted.
- Partial funding is common.
- Although speakers do not need to be confirmed at this point, including a listing of potential speakers puts your proposal in a favorable light. Please add the following information for each potential speaker:
  - International vs. domestic status
  - Society member vs. nonmember status
  - Company/affiliation
- Symposia are to be a maximum of two hours long, consisting ideally of three invited speakers at 40 minutes each or four invited speakers at 30 minutes each.
- Stipend/Travel reimbursement considerations:
  - Domestic speakers are often offered approximately \$500 in stipend/travel reimbursement funding.
  - International speakers are often offered approximately \$750 in stipend/travel reimbursement funding.
  - Alternate amounts are certainly open to request. Please provide as much detail as possible.
- Special Session funding cannot be awarded to support food, reception, awards, or other similar social functions. Funding requests in these categories weakens your proposal.
- Additional funding can be pursued through corporate sponsorship opportunities via the Sales Coordinator.

### **Strong Example Proposal**

This [Special Session entry](#) is a helpful example of a strong proposal.

- The author employed excellent cross-Society co-sponsorship. Please note that co-sponsorship involves contacting the Chairs/Leaders and getting their written consent (email is fine) before listing their group as a co-sponsor on your proposal.
- The proposal is detailed and lists four specific presenters, staying within the 2-hour symposium time limit.