

## **GUIDELINES FOR THE PROPOSAL OF SYMPOSIA FOR THE 2021 JOINT ASM-IMC MEETING**

### **GENERAL INFORMATION**

Symposia and workshops for the Joint ASM-IMC Meeting will be selected by the ASM-IFM Program Committee. Organizers of symposia and workshops are encouraged to prepare a review or proceedings manuscript for consideration by the *Journal of Mammalogy* or a similar taxonomically focused journal. **These guidelines specifically cover proposals for symposia at the 2021 Joint ASM-IMC Meeting.**

**Symposia** are featured events that are built around a single conceptual theme that is of general interest to mammalogists. Symposium presentations should push the edges of traditional mammalogy and integrate multiple disciplines in which mammals are the study subjects. In essence, symposium topics should be of broad interest and should inspire discussion throughout the meeting. **Symposia will be allotted a total time of 90 or 120 minutes.** The symposium should consist of a 15-minute introductory talk to present the symposium topic to the audience; 15-minute closing presentation or panel discussion for synthesis; and a combination of speakers giving 15- or 30-minute presentations to fulfill the proposed session length.

### **APPLICATION PROCESS**

**Proposal Deadline:** To be considered for the Joint ASM-IMC Meeting, proposals for symposia must be submitted by **1 May 2020** will be considered for inclusion in the meeting program. **NOTE: The Joint ASM-IMC Meeting also will accept oral and poster presentations through a general abstract submission. The call for abstracts and the associated submission deadline will be announced in 2020.**

**Proposal Submission:** The organizer(s) should **submit symposium proposals electronically to Dr. Kayce Bell (kayce.bell@gmail.com)**. By submitting a proposal, the organizers are committing to overseeing the planning and execution of the proposed event if it is accepted by the ASM-IFM Program Committee. Specifically, if a proposal is accepted, the organizers are responsible for (1) ensuring that symposium speakers register for the meeting in a timely fashion and (2) that speakers submit abstracts by the posted abstract submission deadline. The ASM-IFM Program Committee has the authority to cancel a symposium if speaker registration and abstract submission is not completed by the published deadlines.

**Proposal Review:** Proposals received by the **1 May 2020 deadline** will be reviewed by the ASM-IFM Program Committee and final decisions will be made by July 2020 (i.e., ~ 12 months in advance of the Joint ASM-IMC Meeting). Review criteria will include the broad appeal of the topic to meeting attendees, the potential to forward the science of mammalogy, and the willingness of symposia organizers to pursue publication of the proceedings in the *Journal of Mammalogy* or a similar taxonomically focused journal. Symposia applications should promote inclusion, and thus proposals with speakers from diverse backgrounds will be viewed favorably during the review process.

### **PROPOSAL PREPARATION**

**Proposal Format:** The organizer(s) must complete the **“ASM-IMC Application for the Proposal of Symposia and Workshops”**. This includes the 1-page application form as well as a description of

## **GUIDELINES FOR THE PROPOSAL OF SYMPOSIA FOR THE 2021 JOINT ASM-IMC MEETING**

the proposed event (**see Proposal Description below**). The application form requires contact information for the organizer(s) and **ALL** proposed speakers, meaning that these individuals should already have been identified and contacted about the potential of participating.

**Proposal Description:** The proposal must contain a detailed description of the goals of the symposium and an explanation of the relevance of this topic to a broad range of mammalogists. Further, the organizer(s) should include a justification for the inclusion of each speaker, as well as an explanation of each speaker's general background and contribution to the event (including a proposed title, if possible).

Symposia will be allotted a total time of **90 or 120 minutes**. The symposium should consist of a 15-minute introductory presentation to present the symposium topic to the audience; 15-minute closing presentation or panel discussion for synthesis; and a combination of additional speakers giving 15- or 30-minute presentations to fulfill the proposed session length. The symposium length and structure of presentations **must be** explicitly described in the submitted proposal. If symposia require more than two hours, alternate formats (e.g., multi-part symposia) will be considered on a case-by-case basis, but they must adhere to the format described above.

### **A FEW TIPS FOR PREPARING A SUCCESSFUL PROPOSAL**

Topics from any subject area may be proposed for a symposium – **the key is to present the material in a fashion that is understandable and exciting to an audience with varied interests**. Speakers should integrate information from an array of sources, not just give a brief description of their own work. The presentations should represent the state-of-the-art and provide an overview of the significant questions surrounding the chosen topic. A useful approach is to prepare a symposium talk as you would a seminar for a general biology department. Media presentations should be of the highest quality. A symposium is a featured event of the meeting and needs to hold the interest of many people.