

## **GUIDELINES FOR THE PROPOSAL OF WORKSHOPS 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 workshops at the 2021 Joint ASM-IMC Meeting.**

**Workshops** provide for focused instruction on a specific topic of more restricted interest than is appropriate for a symposium. The structure of workshops is flexible, with an emphasis on participatory learning; structured presentations and demonstrations should be balanced with time for discussion and questions. Workshops may be scheduled concurrently with contributed paper sessions, as a pre-meeting event (typically the day of the Board of Directors' meeting), or during the mid-meeting break (i.e., the scheduled "free day"). Workshops scheduled in opposition to paper sessions **will be limited** to a 90- or 120-minute session. If workshops require more than two hours, they will be scheduled as a pre-meeting or mid-meeting event.

### **APPLICATION PROCESS**

**Proposal Deadline:** To be considered for the Joint ASM-IMC Meeting, proposals for workshops must be submitted by **1 May 2020** will be considered for inclusion in the meeting program.

**Proposal Submission:** The organizer(s) should submit workshop 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 ensuring that workshop instructors register in a timely fashion. The ASM-IFM Program Committee has the authority to cancel a workshop if instructor registration 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 workshop organizers to pursue publication of the proceedings in the *Journal of Mammalogy* or a similar taxonomically focused journal. Workshop applications should promote inclusion, and thus proposals with instructors 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 the proposed event (**see Proposal Description below**). The application form requires contact information for the organizer(s) and **ALL proposed** instructors, meaning that these individuals should already have been identified and contacted about the potential of participating.

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**Proposal Description:** The proposal must contain a detailed description of the goals of the workshop 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 instructor, as well as an explanation of each instructor's general background and contribution to the event (including a proposed title, if possible).

Workshops scheduled in opposition to paper sessions **will be limited** to a 90- or 120-minute session. If workshops require more than two hours, they will be scheduled **as a pre-meeting or mid-meeting event**. Pre-meeting or mid-meeting workshops have greater flexibility. The preferred workshop length and format **must be** explicitly described in the submitted proposal. The ASM-IFM Program Committee might require changes to the length and format proposed workshop to meeting scheduling needs.

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

Workshops are generally scheduled concurrently with contributed paper sessions. The purpose of a workshop is to provide a venue for hands-on learning or extensive discussion of a specific topic. Although a time limit of 2 hours is suggested, the format and time limits are flexible and limited only by the ability of the ASM-IFM Program Committee to accommodate the needs of the workshop. Workshops may be coordinated with symposia to provide a more detailed discussion of ideas or hands-on experience with equipment or procedures presented in the symposia.

If a proposed workshop is of a suitable topic and the organizers would consider scheduling a pre-meeting event or an event during the mid-meeting break, please indicate this in the workshop proposal. Holding a workshop prior to the start of the meetings or during the mid-meeting break may allow for alternate formats (e.g., longer than two-hour workshops) that do not work well during the regular meeting schedule. **Pre-meeting and mid-meeting workshops will include a small registration fee to help support meeting room, AV, and other expenses required to hold the workshop prior to the regular portion of the meeting. Workshops intended for the regular part of the meeting do not require a fee.**