

# AAAS, Pacific Division

92<sup>nd</sup> Annual Meeting

SAN DIEGO, CA

June 12 – 16, 2011

on the campus of

University of San Diego

and including the

7<sup>th</sup> World Congress on Mummy Studies

## Call for Symposium and Workshop Proposals

**Members of AAAS and its affiliated societies, students, teachers and other scientists** are encouraged to participate in the annual meeting by developing symposia and/or workshops. Persons wishing to develop a program for the 2011 San Diego meeting should e-mail the title, description and other information (see instructions below) to the Pacific Division Executive Director, Roger Christianson, at [rchristi@sou.edu](mailto:rchristi@sou.edu). The deadline for early consideration of proposals is October 24, 2010. Later submissions will be considered.

**Symposia** may be 1/2- or full-day or longer. Individual presentations are usually scheduled with more time than for contributed papers (30 minutes rather than 20 minutes) but the actual scheduling depends on the needs of the symposium and may be longer or shorter, even a mixture. Please contact Dr. Christianson to discuss your specific needs. When preparing your submission, please indicate whether presenters are confirmed or not (see Line 10 below). If you do not yet have a list of presenters, you may submit a list of potential presentation topics. Please keep in mind that we need as much information as early as possible in order to adequately publicize the symposium.

**Workshops** are generally 1/2- or full-day and may or may not accompany a symposium. If special facilities and/or equipment are required, be sure to identify what you need as completely as possible in your submission (see Line 10 below). If a cost is incurred, it will be passed along to participants as a workshop fee in addition to the ordinary meeting registration fee.

**Questions?** Contact Dr. Roger Christianson, Executive Director, AAAS Pacific Division, Southern Oregon University, Ashland, OR 97520. Phone: 541-552-6747; e-mail: [rchristi@sou.edu](mailto:rchristi@sou.edu).

### **Please format your submission as follows:**

- 1: Organizer's name.
- 2: Organizer's full mailing address, including academic/professional affiliation, telephone number and e-mail address.
- 3: Co-organizer's name(s) (if any).
- 4: Co-organizer's full mailing address, including academic/professional affiliation, telephone number and e-mail address.
- 5: Is this a proposal for a Workshop or a Symposium?
- 6: Number of 1/2-day sessions (each roughly three to four hours, depending on the needs of the program) requested.
- 7: Title of proposed program.
- 8: Pacific Division section(s) and/or affiliated society (e.g. World Congress on Mummy Studies) for program sponsorship.
- 9: Brief description of proposed program (please limit to 250 words).
- 10: *If a symposium*, list the names of proposed (confirmed?) speakers, including complete academic/professional affiliation for each. Presentation titles are optional at this time and will be requested later, along with an abstract for each presentation. *If a workshop*, indicate facilities and/or special equipment required and number of participants that can be accommodated. Also indicate any fees or special expenses for the program. Is advance registration required? If so, by when?

phone: 541-552-6747 • e-mail: [rchristi@sou.edu](mailto:rchristi@sou.edu) • internet: <http://pacific.aaas.org>



ADVANCING SCIENCE, SERVING SOCIETY

## Pacific Division



### Position Description: **Symposium Organizer**

See reverse for Call for Symposia.

The symposium organizer fleshes out the idea(s) for a symposium, arranges for appropriate presenters, communicates on behalf of the Division to the presenters, creates the schedule for the symposium, makes sure that presenters' abstracts are submitted in a timely manner, approves abstracts for content and style, collects presenters' PowerPoint presentations, and serves as the liaison between the presenters and the Division office.

The organizer, who may be an individual or a group of individuals, provides a title, brief description (250 words or less), and potential presentation titles and/or presenters' names to the Executive Director, either through the local program organizing committee or directly. Once accepted into the program, the information is posted to the Division symposium website. The organizer shall then:

1. finalize the list of presenters and titles for their presentations;
2. communicate with the presenters, among other things, the deadline for abstract submission, the operating system and version of PowerPoint that will be used for the symposium, and the requirement for all presenters to register for the meeting (at a discounted, program presenter rate);
3. prepare a schedule for the presentations and send it to the Executive Director no later than 28 April;
4. make sure that all of the presenters' abstracts are submitted, are in proper format, and are approved;
5. collect presenters' PowerPoint presentations and load them onto a laptop computer in advance of the session; and
6. communicate information about the symposium to the Executive Director in a timely manner to allow for publication and advertising of the symposium in the Division's newsletters and on the Division's website.

### Important Dates for the 2011 meeting in San Diego, CA

#### *2010*

24 October – submission deadline for early consideration of symposium proposals. Note that proposals can continue to be submitted, but later submissions may have a lower chance of being accepted into the program.

29 November – deadline for submission of information for inclusion in the January *Newsletter*.

#### *2011*

3 January – January Newsletter goes into the mail and is posted to the Division web site.

1 March – deadline for submission of updated information for inclusion in the April *Newsletter*.

1 April – April Newsletter goes into the mail and is posted to the Division web site.

21 April – deadline for submission of abstracts.

28 April – deadline for symposium planners to approve abstracts and send symposium schedule and approved abstracts as a bundle to the Executive Director.

26 May – completed program (Proceedings) delivered to printer and schedule of all presentations (dates, times and locations) posted to the Division web site.

#### Executive Director Contact Information

Dr. Roger Christianson

phone: 541-552-6747 • e-mail: [rchristi@sou.edu](mailto:rchristi@sou.edu)

#### Pacific Division Contact Information

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