



## New Meeting Proposal Overview of the Meeting

Brief description of the meeting: \_\_\_\_\_

AAA organization requesting the meeting (section, committee...): \_\_\_\_\_

Contact person for the meeting: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Strategic goals for holding your meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anything that is unique about this meeting—practices that are not standard in our mid-year meetings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Preliminary Information Required

Target meeting date(s) (no earlier than 18 months from form submission date): \_\_\_\_\_

Preferred location (city, state, country, university, hotel...): \_\_\_\_\_

Number of attendees expected: \_\_\_\_\_

**Will there be any of the following external organizations associated with the meeting?\***

Financial sponsors? .....  Yes  No

Meeting partners (e.g. co-hosts, major contributors, etc) .....  Yes  No

Organizations who will receive funds for your section to become a sponsor? .....  Yes  No

Speakers who will be compensated or who will be reimbursed for travel expenses? .....  Yes  No

Will the conference materials be associated with a journal publication? .....  Yes  No

\*If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Initial Designation of Major Elements

To help plan what staff resources will be needed, and key elements that will be included in Memoranda of Understanding, if applicable, with each partner organization, please complete the following information.

#### Submission Process

**Who is responsible for each task? (check 1)**

Process submissions through AAA conference submission system: .....  N/A  AAA  Section Leadership

Process submissions through AAA journal submission system: .....  N/A  AAA  Section Leadership

Support peer review process: .....  N/A  AAA  Section Leadership

Notify authors of acceptances/rejections: .....  N/A  AAA  Section Leadership

Unique characteristics of the submission process: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Meeting Preparation

### Who is responsible for each task? (check 1)

	N/A	AAA	Partner
Create and update a meeting web site: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and produce a program:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract for needed guest rooms:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract for needed meeting space:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unique characteristics of the meeting preparation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Hosting the Meeting

### Who is responsible for each task? (check 1)

	N/A	AAA	Partner
Host a registration desk: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide onsite support to work with AAA staff:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unique characteristics of the hosting the meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Financial Processes

### Check the appropriate response

	N/A	AAA	Partner
Process pledge commitments: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process submission fees:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process registration receipts:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process reimbursements for travel expenses:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unique characteristics of the financial process: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_