

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?*	Yes	No
Financial sponsors?	<input type="checkbox"/>	<input type="checkbox"/>
Meeting partners (e.g. co-hosts, major contributors, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Organizations who will receive funds for your section to become a sponsor?	<input type="checkbox"/>	<input type="checkbox"/>
Speakers who will be compensated or who will be reimbursed for travel expenses?	<input type="checkbox"/>	<input type="checkbox"/>
Will the conference materials be associated with a journal publication?	<input type="checkbox"/>	<input type="checkbox"/>

*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)	N/A	AAA	Section Leadership
Process submissions through AAA conference submission system:	<input type="checkbox"/>	<input type="checkbox"/>	
Process submissions through AAA journal submission system:	<input type="checkbox"/>	<input type="checkbox"/>	
Support peer review process:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify authors of acceptances/rejections:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:			
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.....			
.....			